

December 23, 1958

**PROPOSED CHANGE IN
MANUAL OF INSTRUCTIONS**

Volume 1, Section 5, Page 1, A 1, first two sentences, of the Manual of Instructions should be amended to read as follows:

1. The best available descriptions of all subjects and all victims shall be included in the first reports written after the descriptions are obtained, and supplemented later. When a subject or victim is interviewed a complete description must be obtained and recorded.

LAF:mcc
(4)

Based on memo H. B. Fletcher to Mr. Tamm, re: REPORT WRITING, 12/23/58
LAF:mcc

W

gt

100-2435-2202

MAIL ROOM ☐ TELETYPE UNIT ☐

ENCLOSURE

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm *gt*

DATE: 12/23/58

FROM : H. B. Fletcher *HF*

SUBJECT: REPORT WRITING

Tolson _____
 Boardman _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 Clayton _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Report

Recent revisions in our report writing rules make it necessary to revise the following in order to make it conform.

Manual of Instructions, Volume 1, Section 5, Page 1, A 1, the first two sentences should be changed to read: The best available descriptions of all subjects and all victims shall be included in the first reports written after the descriptions are obtained, and supplemented later. When a subject or victim is interviewed a complete description must be obtained and recorded.

RECOMMENDATION:

That above manual change be made.

Enclosure
 LAF:mcc
 (3)

and mcc

2- ENCLOSURE

*manu
revised
for**with cc**F.191*

JAN 7 1959

REC-60

66-1934

66-2435-2202

11 JAN 15 1959

EX-108

2-*for*

UNRECORDED COPY FILED IN 100-100000

SAC, Pittsburgh (66-1384)

1/15/59

REC-91

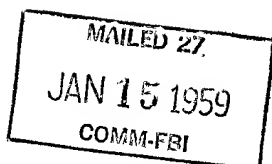
Director, FBI (66-2435) - 2203

EX-102
REPORT WRITING

Per
Cover pages, reports, and letterhead memoranda of evaluation are separate documents but are to be considered as one document when they are being serialized. None is to be considered an enclosure of another.

A letterhead memorandum used for a purpose other than evaluation of informants would be considered an enclosure and would be treated as any other enclosure.

[Signature]
LAF:mc
(4)



Tolson _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

FBI
52 JAN 20 1959

MAIL ROOM ☒ TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 1/8/59

FROM : SAC, Pittsburgh (66-1384)

SUBJECT: REPORT WRITING

Reference is made to the Manual of Rules and Regulations, Part II, Section 4,C, 18, page 6, wherein instructions are set out re evaluation of informants. In part this reads as follows, "Where T symbols authorized, the reliability and evaluation of the sources shall be set forth in letterhead memorandum form suitable for dissemination. All offices and the Bureau shall be furnished copies of the letterhead memorandum in a number equal to the copies of the report or communication to which it relates. They shall be forwarded to the Bureau with the cover pages and the report."

Recently an O-17 was received from the Bureau which stated under remarks, "For your future guidance, letterhead memos evaluating informants should not be sent as enclosure to report."

Inasmuch as the Manual merely states they shall be forwarded with the cover pages and report, makes no provision for a cover letter, and does not state that they should be considered as a part of the report, this office has been showing these letterhead memos as enclosures to the Bureau and field offices and listing them as such on the FD-263. When copies of the report are disseminated to outside agencies, the letterhead memos have been shown as enclosures to those agencies on the FD-204.

Bureau advice is requested as to the proper procedure to be followed.

2 - Bureau
1 - Pittsburgh

JTM:EMG
(3)

REC- 91 66-2135-2203

24 JAN 16 1959

*1 retained
Em 5248
Det PG
1-15-59
YAF/mcc*

EX-102

aw
[Signature]

SAC, Chicago (100-34283)

1/15/59

REC-91

Director, FBI (66-2435)-2204

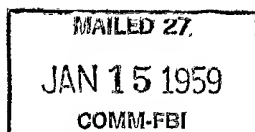
REPORT WRITING

Reurlet 1/8/59.

The rules on documentation are set out in FBI Handbook, Part I, page 67. These rules are to be followed in all cases. The number of times that the additional column that you suggested would be of value would be so few as to make it relatively unimportant.

Your office should follow the rules as set out in the Handbook.

LAF:mcc
(4)



Tolson _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

MAIL ROOM ☒ TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 1/8/59

FROM : SAC, CHICAGO (100-34283)

SUBJECT: REPORT WRITING

ReBureau 0-7 dated 12/31/58 and report of SA
[redacted] dated 12/19/58 entitled [redacted]b6
b7c

Referenced routing slip directed Chicago's attention to the recent handbook change in Part I, Page 67, wherein instructions are set forth for information to be included under the heading of informants on the administrative pages and which routing slip directed that in the future Chicago should be guided by these instructions. It was pointed out that it was not necessary to include a third column in regard to documentation as previously used.

The Chicago Division is cognizant of this recent handbook change, however, it is felt that this third column, used by the Chicago Division in regard to documentation, greatly assists in locating the original information when trying to locate same at a future date. Our experience has found it beneficial especially in cases where one informant attributes 10 to 15 items of information in regard to the subject upon whom the report is being written. For future assistance in locating items attributed to informants, if the Bureau has no objection, the Chicago Division will continue to use the third column which is "Date and/or Description of Activity."

2-Bureau (REGISTERED)
2-Chicago
1- 100-34138
JRW:NCS
(4)

REC- 91

2204
25 JAN 16 1959

JAN 15 11 30 AM '59

FBI

100-34138

12/31/58

From: SA William R. Innes
 ---SAC, BALTIMORE (66-2431)---

SUGGESTION

FBI Laboratory submit 10 copies of ~~Laboratory reports~~ to office requesting examination so that latter office may insert into report (if office of origin) or, forward to office of origin with the inserted containing the result of investigation conducted by that office.

INTC IND. STOCKHOLDERS

~~EXP. PROC.~~
JAN 7 1959

Current practice or rule (Include manual citation as well as facts)	Handbook Part I Page 33-6 instructs that investigation by auxiliary office be submitted in insert form to office of origin and handbook Part I Page 57-I (2) instructs that Laboratory reports be set out verbatim in their entirety when any
Advantages of suggestion	part thereof may be testimony or of value to USA.

Advantages of suggestion

This suggestion if adopted would save considerable agent and stenographic time in the field. To accurately estimate the savings would require the steno pool to maintain record for period of one week or month of time spent retyping Laboratory reports. This survey can be easily handled by a representative number of offices if Bureau requests.

Disadvantages of suggestion

Stenographers at SOG would have to prepare additional copies of Laboratory reports.

REC- 69 60-2755-2205

Annual Savings (Show basis for estimate)

Lester A. S. J. 1/1-157 6th
cc-designated for
empl's pers. file
EX-135

2 JAN 7 1959

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr. ☐ Mrs. ☐ Miss

WILLIAM R. INNES, SA

Signature and Title of Suggester *GS-12*

Recommendations and comments of Division Head

It is believed suggestion has merit and Bureau may wish to have several offices conduct survey suggested above. James J.

3 - Bureau
2 - Baltimore (1cc 66-2269)

SAC JAMES J. KELLY

Signature and Title

HEL: car

15 JAN 23 1959

816-59
Date

12/31/58

To: Director, FBI

From:

Employee assigned to (Division)
BALTIMORE

b6
b7C

SUGGESTION

When field office requests identification record from Bureau and it is known that the record must be set out in its entirety in investigative report, it is recommended that field office be permitted to request Identification Division to forward the necessary number of copies. Identification record itself could then be inserted as pages in investigative report.

Wanted Extension of Record for Investigation

Current practice or rule (Include manual citation as well as facts) Stenos are required to copy identification record verbatim into investigative report and when individual with lengthy record is encountered considerable stenographic time is necessary to transcribe identification record.

Advantages of suggestion Handbook Part I, Page 58 (8).

Advantages of suggestion

Considerable saving of stenographic time. Survey would be necessary to determine monetary savings.

REC-69 66-2735-2206

Disadvantages of suggestion None if practice not abused by the field. By this is meant that there are many instances where field office may request identification record (example - for investigative aid regarding suspects, also for PCI file) and these records are not set out in investigative reports. In these instances only one copy necessary, however, if request for additional copies

Annual Savings (Show basis for estimate) limited to cases where necessary to set out verbatim in report, it is believed that work involved in Identification Division (where copies readily produced) would be more than compensated by saving steno time in various field offices.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

15.8 JAN 23 1959

Mr. ☒ Mrs. ☐ Miss ☐

Signature and Title of Suggester Steno

Recommendations and comments of Division Head

Favorable.

(3) - Bureau

2 - Baltimore

HEL:car

cc-designated for

emol's pers file

1 destroyed in T + I
1cc 66-2269
1cc 66-2431

JAMES J. KELLY
SAC, JAMES J. KELLY
Signature and Title

Letter to employee 1/13/59 - lca

#832-59

Date

January 13, 1959

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
Chicago

b6
b7C

SUGGESTION

It is suggested that ~~information~~ appearing on SF-64 white tissue also be printed on multilith for use in typing SF-64's and memoranda where stencil work is required.

Current practice or rule (Include manual citation as well as facts)

At the present time information appearing on SF-64 white tissue is typed onto plain multilith.

Advantages of suggestion and annual savings (include basis for estimate)

By placing this form on multilith, it will save typing time and make for a more uniform page.

Disadvantages of suggestion

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☐ Mr. ☐ Mrs. ☒ Miss

Recommendations and comments of Division Head

I think this is a good suggestion and recommend that it be adopted.

(Do not write in this space - for Bureau use only)

EXP. PROC.
JAN 15 1959

66-3482-4324

EEB:MDW

#-850-59
Date

January 13, 1959

To: Director, FBI

From: (Supervisor)

Division of Assignment
Chicago

b6
b7C

ee
SUGGESTION

ee
It is suggested that the ~~information~~ appearing on FD-204 white tissue also be ~~printed~~ on ~~multilith~~ for use in ~~reports~~ requiring stencil work.

ee
Current practice or rule (Include manual citation as well as facts)

At the present time a stenographer or typist types the information appearing on FD-204 white tissue onto plain multilith.

Advantages of suggestion and annual savings (include basis for estimate)

The advantage of this suggestion is that typing time would be saved and a more uniform page would result.

EXP. PROC.
JAN 15 1959

Disadvantages of suggestion

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☐ Mr. ☐ Mrs. ☒ Miss, [Redacted]

Recommendations and comments of Division Head

EX-102

REC-6

66-2435-2207

I think this is a good suggestion and recommend that it be adopted.

b6
b7C

(Do not write in this space - for Bureau use only)

cc-designated for
empl's pers files

EX-102
1-27-59
143

26
[Handwritten signatures and initials]

UNRECORDED COPY FILED IN 66-3482-4329

EEB:MDW

#831-59
Date

January 13, 1959

To:

Director, FBI

From: (Suggester's name)

Division of Assignment

Chicago

b6

b7C

SUGGESTION

In addition to FD-204 being on white tissue, it is suggested that this form be printed on pink tissue for use in summary reports.

Current practice or rule (Include manual citation as well as facts) On a prosecutive summary report all copies of the first page are made on pink form. (Manual for Field Stenographer, Sect. 3, p. 27). At the present time there is no FD-204 pink tissue and summary reports are being typed on FD-204 white tissue clearly marked "Summary Report".

Advantages of suggestion and annual savings (include basis for estimate)

The above suggestion is made in order to follow Bureau procedure.

Disadvantages of suggestion

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☐ Mr. ☐ Mrs. ☒ Miss

Recommendations and comments of Division Head

I think this is a good suggestion and recommend that it be adopted.

Signature and Title

(Do not write in this space - for Bureau use only)

co-designated for
compt. pers. file

ms. out 1-27-59
143

26

66-3482-4324
RECORDED COPY FILED IN

EXP. PROC.
JAN 15 1959

b6

b7C

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: January 13, 1959

FROM: SAC, CHICAGO

SUBJECT: SUGGESTIONS FROM THE
STREAMLINING COMMITTEE

Re SAC Letter No. 58-69 (E).

Enclosed herewith for the Bureau are three copies each of three suggestion forms regarding forms FD-204 and SF-64. These suggestions resulted from revisions made in report writing.

②-Bureau (Encls. 9) - 1 dclg. and 1
1-Chicago
EEB:MDW
(3)

EXP. PROC.

JAN 15 1959

4321

UNRECORDED COPY FILED IN

REC-21

66-2435-2207

SAC, Chicago

1/21/59

REC-21

Director, FBI

SUGGESTIONS SUBMITTED BY
MISS HARLENE D. WILCHE
CHICAGO OFFICE

Reurlet 1/10/59 transmitting three suggestions submitted by
captioned employee dated 1/10/59 relating to forms FD-204
(Investigative Report Form, revised 9/23/53) and SF-84 (Office
Memorandum).

b6
b7C

[redacted] proposed that forms FD-204 and SF-84 be printed
on duplicating masters and furnished to field offices. The Bureau
previously considered printing form SF-84 on duplicating masters
and it was concluded that there was not a sufficient need for the
masters to justify the expense of preparing them. However, the Bureau
presently stocks form FD-204 duplicating masters and makes them
available to field offices upon request. If your office has sufficient
need for form FD-204 duplicating masters, you should submit a request
to the Bureau.

b6
b7C

[redacted] also suggested that form FD-204 be printed on
pink paper for use in preparing summary reports. She stated that summary
reports are being prepared on form FD-204 and are being appropriately
marked to indicate that they are summary reports. In this regard, your
attention is directed to the Manual of Rules and Regulations, Part II,
Section 4D, CI, page 27, wherein it is stated that summary reports are
prepared on form FD-272. Your office should discontinue the practice
of preparing summary reports on form FD-204 and begin using form FD-272
as required by the Manual of Rules and Regulations.

1 - SOG personnel file of [redacted] (sent separately)

ceh (Suggestion #830-59, #831-59 and #832-59)
(5)

Letter of acknowledgment to [redacted] dated 1/21/59 is
enclosed.

b6
b7C
JAN 21 5 17 PM '59
FBI
RECEIVED

Enclosure

Tolson _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

MAILED 5
JAN 21 1959
COMM-FBI

7 JAN 30 1959 TELETYPE UNIT

847-59
Date

1-13-59

To: Director, FBI	From: (Suggester's name) SA MERVIN G. O'MELIA 65-13	Division of Assignment SPRINGFIELD
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SUGGESTION That in fugitive cases where the only objective is to apprehend the subject (including 42's, 76's, and 88's) submission of reports to Bureau be discontinued except for initial report by office of origin. Results of investigation by auxiliary offices would be sent by letter or airtel to office of origin, which, in turn, would have responsibility of submitting to Bureau each 30 days a succinct summary letter outlining results of all investigation during past 30 days and leads presently outstanding. The Bureau, in cases of unusual interest (Top Ten, etc.) could at any time order that reports be submitted on a continuing basis. In addition, it would be mandatory for the office of origin to prepare a summary investigative report each 12 months if the case drags on.

Current practice or rule (Include manual citation as well as facts)

Reports must be submitted by all offices, except where inserts can be submitted by auxiliary office to office of origin to be included in next report by office of origin.

Advantages of suggestion and annual savings (Include basis for estimate)

1. Saving of much time and space consumed in filing investigative reports.
2. Summary letter requirement each 30 days by office of origin would cause that office to closely supervise case and also provide Bureau supervisors with easier and more efficient method of following progress in the investigation.
3. Auxiliary offices would be more likely to briefly summarize results of their investigation for office of origin if letter or airtel used. Thus additional time of stenos and typists would be saved.

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs or assigns upon the United States)

☒ Mr. ☐ Mrs. ☐ Miss

Mervin G. O'Melia

Signature and Title of Suggester

Recommendations and comments of Division Head

The above suggestions appears to be worthy of consideration and it is requested the Bureau consider this suggestion and advise.

R. D. Gibbons

Signature and Title

SAC

(Do not write in this space - for Bureau use only)

ack 1/23/59-lee

REC-74

66-2435-2208

14 JAN 19-1959

EX-133
67 FEB 2-1959
1 - designated for
1 - Bureau's pers file
1 - select unit
1 - select unit

- 3 - Bureau - designated for
2 - Springfield (66-2360, SA O'MELIA's personnel file)

UNRECORDED COPY FILED IN 62-122-2773

2 - g. & l
1 - Flow
1 - Liaison

Legal Attache, Paris

January 26, 1959

Director, FBI

**REPORT WRITING AND CORRESPONDENCE
PREPARED BY LEGAL ATTACHES**

The Bureau desires at this time to call the attention of all Legal Attaches to the necessity for properly preparing reports and correspondence sent to the Bureau. Material prepared in report form, of course, has to be set forth in a manner which permits the easy identification by the Bureau of the sources of information. It is necessary that equal care be taken in submitting information by letter or memorandum. Information so furnished should not be credited merely to general sources but the source of the information should be set forth in the letter or memorandum with the description of the source's reliability and the statement whether or not the source's identity should be concealed if the information is disseminated by the Bureau. In memoranda prepared for dissemination purposes, of course, the sources should be set forth in accordance with standing instructions so that the Bureau can be aware of the sources of information.

When preparing intelligence summary-type letters to the Bureau which are to be used for the Bureau's own guidance and information it is, of course, permissible to include the observations and evaluations of the Legal Attache's Office. Whenever personal opinions or evaluations are set forth they should, however, be so identified.

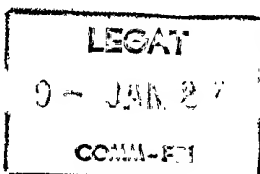
- 1 - Bonn
- 1 - Havana
- 1 - London
- 1 - Madrid
- 1 - Mexico City
- 1 - Ottawa
- 1 - Rio de Janeiro
- 1 - Rome
- 1 - Tokyo
- 1 - Foreign Liaison Unit (detached)

EX-123

REC-53

2435-2209

25 JAN 28 1959



Tolson _____
Boardman _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Clayton _____
Tele. Room _____
Holloman _____
Gandy _____

NLF:ef
(14)

MAIL ROOM ☐

SAC, Minneapolis (100-00)

1/29/59

REC- 69 Director, FBI (66-2435) - 2210

REPORT WRITING
SH CASES

Reurlet 1/22/59 wherein you request
information concerning Part 3 of the "Guide to
Subversive Organizations and Publications."

You are advised that Part 3 is handled
in the same manner as you would handle any other
reference to this guide.

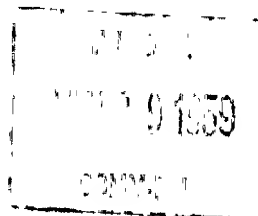
Your attention is called to the Manual
of Rules and Regulations, Part II, Section 4,
page 23, where the rule states that the entire
reference must now be set out. The Handbook
change will be sent to you shortly.

Tolson _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

207 LAF:sms

(4)

FEB 4 1959



MAIL ROOM ☒ TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: January 22, 1959

FROM: SAC, MINNEAPOLIS (100-00)

SUBJECT: REPORT WRITING
SM CASES

Current instructions with respect to the characterization of organizations state that if a given organization is included in the "Guide to Subversive Organizations and Publications" it is sufficient in a report merely to state that the organization is solisted. It is noted that the January 2, 1957 issue of the guide contains a Part 3 which includes organizations cited by state or territorial investigating committees.

The Bureau is requested to advise if it is sufficient with respect to an organization listed in Part 3 merely to state that the same is included in the guide.

2 - Bureau (RM)
1 - Minneapolis

CLS:jp
(3)

REC- 69

25 JAN 30 1959

EX-103

WFO

*1 copy detached
placed in file - 100-00*

100-00-2210

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: January 28, 1959

FROM : H. L. EDWARDS *HL*SUBJECT: REPORT WRITING - ELIMINATION
OF AUXILIARY OFFICE REPORTS

Tolson	_____
Belmont	_____
Mohr	_____
Nease	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

DeLoach
McGuire
W.C. Sullivan

FRANCISCO

Following consideration of the captioned subject at Executives Conference on January 26, 1959, and in accordance with the decision reached there, I am attaching a proposed set of instructions to accomplish the suggested change in our reporting policy and procedures with regard to the elimination of thousands of unnecessary auxiliary office reports.

There is attached for approval a cover letter to 12 SAC's selected at random enclosing copies of the proposed instructions and requesting them to carefully analyze same and submit their comments and suggestions to be received at the Bureau no later than 2/13/59. You will note they are instructed to submit their replies to the attention of the Training and Inspection Division. Inasmuch as the Investigative Division inspection will have been completed by that time and since the Training and Inspection Division has primary responsibility for report writing regulations, I feel it would be logical for them to continue with the final analysis and disposition of this suggestion.

RECOMMENDATION:

That the attached letter be approved.

✓

EX-135

REC- 69

66-2435-2211
25 JAN 30 1959Enclosures *2-27-59*

HLE:jlj

(4)

1 - Mr. Tamm

1 - H. B. Fletcher (Sent Direct)

52 FEB 11 1959 *HL*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Detroit (66-1988)

SUBJECT: REPORT WRITING

DATE: January 22, 1959

INVESTIGATIVE REPORTS

This Office recently received an error form in a Fugitive case with the error being noted as follows:

Fugitive was not carried in title of the first page of the report (FD 204.)

Reference is made to Part II, Manual of Rules and Regulations, Section 4, captioned, "Communications," Page 15 (4,) which states, "After the heading 'Title,' set out following: True name only of Subject plus additional data as set out in Section 4D, 1f, (2,) (a,) (b,) (c,) (d,) and (e,) Page 8 above."

In referring back to Section 4D, it is noted that additional data referred to does not include "Fugitive."

Please clarify.

2 - Bureau
1 - Detroit
IRA:amp
(3)

REC-29

66-2435-2212

25 JAN 30 1959

EX-155

[Handwritten signatures and initials]

SAC, Detroit (66-1988)

1/28/59

Director, FBI

REC-29

66-1988-2217

REPORT WRITING

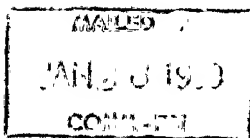
Reurlet 1/22/59.

It is not required that the designation "Fugitive" appear after the name of the subject on Form FD-204 in fugitive cases.

If your office is in receipt of an error form in this regard, such should be returned to the Bureau marked attention "Fugitive Section" in order that appropriate action may be taken.

JBE:rap
(5)

Tolson _____
Nichols _____
Boardman _____
Belmont _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Nease _____
Tele. Room _____
Holloman _____
Gandy _____



MAIL ROOM ☒

To: SAC, Baltimore

Date: January 29, 1959

From: Director, FBI

PERSONAL ATTENTION

Subject: REPORT WRITING - ELIMINATION
OF AUXILIARY OFFICE REPORTS

INVESTIGATIVE REPORTS

For your attention and that of the officials for whom copies of this letter are designated, the Bureau is enclosing a draft of proposed instructions designed to effect certain changes in report writing policy and procedures as outlined therein. The instructions are intended to be completely self-explanatory insofar as concerns the spirit and letter of the proposed changes.

Before the Bureau makes a final decision on the feasibility of these changes, it would appreciate your comments, suggestions and any recommended amendments. As you can well understand, the Bureau must depend upon the field executives if these changes are to achieve the intended objectives. Therefore, in making your analysis please be certain to consult those personnel in your office who will have the daily responsibility of applying the proposed policy and procedures.

Deadline for receipt of your comments at the Bureau will be Friday, February 13, 1959. Mark your replies, "Attention: Training and Inspection Division."

Enclosure

2 - SAC, New York (Personal Attention) (Enclosure)
2 - SAC, Chicago (Personal Attention) (Enclosure)
2 - SAC, Jacksonville (Personal Attention) (Enclosure)
2 - SAC, Los Angeles (Personal Attention) (Enclosure)
2 - SAC, Memphis (Personal Attention) (Enclosure)
2 - SAC, Minneapolis (Personal Attention) (Enclosure)
2 - SAC, Oklahoma City (Personal Attention) (Enclosure)
2 - SAC, San Antonio (Personal Attention) (Enclosure)
2 - SAC, San Francisco (Personal Attention) (Enclosure)
2 - SAC, Seattle (Personal Attention) (Enclosure)
2 - SAC, ~~WFO~~ (Personal Attention) (Enclosure)

Based on memo H. L. Edwards to Mr. Tolson dated 1/28/59, same caption.

Tolson _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____

ENCLOSURE
HLE:jlj (31)
1 - Mr. Belmont
1 - Mr. Rosen
1 - Mr. Tamm
1 - Mr. B. Fletcher (Sent Direct)

REC-46
66-2435-2213
FEB 4 1959

MAIL ROOM ☐ TELETYPE UNIT ☐

REPORT WRITING - ELIMINATION OF AUXILIARY OFFICE REPORTS

The Bureau has been concerned with efforts to economize, streamline, and place primary responsibility where it properly belongs. Cutting administrative overhead and eliminating nonessential double-checks are stressed. In line with this effort, the Bureau is, wherever possible, adopting procedures to give the field offices of origin more complete primary responsibility for supervising the investigation and reporting of many classifications. This is not intended to mean any loosening of Seat of Government control--to the contrary, it is expected to permit the Seat of Government to concentrate on the broader problems of policy, programs, and procedures.

The vigor, imagination, and enthusiasm evidenced by the field in recognizing, supporting, and suggesting further possibilities of economy and streamlining are of great assistance in achieving highest standards which are synonymous with the organization. It is doubly important in these times of stringent economy and scurrilous and unwarranted attacks on the Bureau that Special Agents in Charge and all field personnel thoroughly understand and measure up to their responsibilities. Every opportunity to develop and demonstrate administrative talent at every level must be stressed and results obtained which will give clear-cut indications of capability for additional responsibility.

Effective 30 days after receipt of this letter, all investigative reports are to be submitted to Bureau only by office of origin unless investigation falls within one of the following limited situations:

1. Where Bureau is office of origin;
2. Where specific deadline of 30 days or less is imposed by Bureau for completion of investigation;
3. Where some special interest or extraordinary circumstance exists, and Bureau specifically waives rule.

Under no circumstances is any field division relieved of its existing responsibility to promptly advise of any information encountered which should be brought to the Bureau's attention by such expeditious means as may be necessary under circumstances. In this regard, your attention is directed to existing instructions in Part II, Section 1, Page 11, Manual of Rules and Regulations.

Tolson _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Winter _____
Sullivan _____
_____om _____

HLE:jlj
(15)

- 1 - Mr. Belmont
1 - Mr. Rosen
1 - Mr. Tamm
1 - Mr. H. B. Fletcher (Sent Direct)
- 66-2435-2213

MAIL ROOM ☐ TELETYPE UNIT ☐

ENCLOSURE

As extension of present report writing procedures, investigation conducted by auxiliary offices must be submitted to field offices of origin in form suitable for insertion in reports by origin. Such inserts must conform to present use of insert or Form SF-64 or Form FD-302, whichever is applicable. Any time auxiliary office has occasion to report information by more expeditious means than normal reporting procedures, auxiliary office will have responsibility of following up such communication with appropriate inserts except where auxiliary office is able to assure office of origin in first communication that information is self-sufficient to permit office of origin to prepare its report. In such instances, office of origin will be responsible for requiring auxiliary office to submit any necessary supplemental data to insure adequacy of reporting. In no instance, should auxiliary office be permitted to transmit information by this means to avoid preparation of inserts and any such indication must be immediately challenged by office of origin.

Inserts are to be transmitted to office of origin by cover letter identifying each insert and referencing communication(s) upon which investigation conducted. Auxiliary offices may set out leads for origin or other divisions by teletype, airtel, separate letter or by cover letter transmitting inserts to origin. When information received by auxiliary office should be disseminated to U. S. Attorney or other outside agency by field offices of origin, this should be pointed out in transmittal communication.

Field offices of origin must correlate results of investigation, organize report and administrative pages prior to submission to Bureau. Synopsis and details must reflect field office to be credited with any statistical accomplishments contained in report.

Primary responsibility for direction, development, scope and supervision of investigations is squarely on office of origin. Of course, Seat of Government will appropriately spot check manner by which office of origin discharges this responsibility. Field inspections will make certain checks of all offices to insure proper compliance whether origin or auxiliary office. It is absolutely imperative that established deadlines for covering leads and reporting results are adhered to. Special Agents in Charge and their supervisory and investigative staffs must fully realize the serious responsibilities placed on them and cases aggressively followed. Office of origin is responsible to advise Bureau in any case where prompt compliance cannot be obtained from auxiliary office.

66. 2435- 2214

CHANGED TO

137- 00- 71

FEB 18 1959

NR.

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont *over*

DATE: December 16, 1958:

FROM : S. B. Donahoe *SD*

SUBJECT: REVIEW OF SECTIONS OF FBI HANDBOOK AND
MANUAL OF INSTRUCTIONS DEALING WITH
REPORT WRITING REGULATIONS AND PROCEDURES
(ELIMINATION OF ADMINISTRATIVE DETAIL)

Tolson _____
Boardman _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Clayton _____
Tele. Room _____
Holloman _____
Gandy _____

Re your memorandum 11/21/58 instructing that the FBI Handbook and Manual of Instructions be reviewed for the purpose of recommending the elimination of unnecessary report writing instructions.

The sections of the Handbook relating to the Atomic Energy Act have been reviewed by Supervisor John F. Wacks and there is attached proposed deletions therefrom.

RECOMMENDATION:

That the instant memo with its enclosure be routed to the Training and Inspection Division.

Enclosure *over*JFW:jas *jar*
(5)

- 1 - Training and Inspection Division
- 1 - Mr. Belmont
- 1 - Mr. Donahoe
- 1 - Mr. Wacks

REC-44

one auto stat
2-6-59
143

66-3435-22-15
8 FEB 5 1959

RECEIVED IN

66-1934-

ENCLOSURE

*Manual +
Handbook
Revised*

*1 encl.
detached
2nd filed
with copy
5/6/59*

67 FEB 12 1959

66-1934

*2-fmt-
5-*

December 16, 1958

REVIEW OF SECTIONS OF FBI HANDBOOK AND
MANUAL OF INSTRUCTIONS DEALING WITH
REPORT WRITING REGULATIONS AND PROCEDURES
(ELIMINATION OF ADMINISTRATIVE DETAIL)

FBI HANDBOOK

The following should be deleted from Part III,
Chapter 8, Section 8, Page 19:

8. Reports

- A. Copies - 4 to Bureau, except furnish
one extra copy for each interested
agency, other than AEC and Justice
Dept.

B. Title

- D. 2. furnish copies to local offices of military intelligence
agencies **** when logical*

MANUAL OF INSTRUCTIONS

The following should be deleted from Volume II,
Section 20, Page 5, Flb, last paragraph, last sentence:

Additional copies of reports should be submitted
where armed forces have interest.

The following should be deleted from the Manual
of Instructions from Volume II, Section 20, Page 10, I. 3.,
Paragraph ~~2~~
3

Reports may be disseminated to local offices of
G-2, ONI, and OSI, where armed forces have bona fide interest
in case.

The following should be deleted from the Manual of In-
structions from Vol. II, Sec. 20, Page 10, I, 2:

Reports must be detailed, thorough, and suitable for
dissemination.

*Manual &
Handbook
Revised
fmb*

ENCLOSURE

66-2435-2215

66-1934

5-*ff*

2-fmb

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. PARSONS

DATE: December 23, 1958

FROM : C. F. DOWNING

REPORT WRITING

SUBJECT: REPORT WRITING REGULATIONS
AND PROCEDURES; ELIMINATION
OF ADMINISTRATIVE DETAIL

Tolson	_____
Boardman	_____
Belmont	_____
Mohr	_____
Nease	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Reference is made to memorandum from Mr. TAMM to Mr. TOLSON of 11/20/58 wherein it is recommended that SOG Divisions review their Sections of the Manual of Instructions and FBI Handbook for the purpose of preparing changes therein to eliminate report writing instructions.

This is to advise that the appropriate Sections of these manuals were reviewed in the Laboratory Division and no references pertinent to the matter were found.

RECOMMENDATION:

That this memorandum be forwarded to the Training and Inspection Division for information.

PAN:dro
(5)

Note: Manual of Instructions, Vol. I., sec. 8, pg. 15, revised to reflect that identity of translator is to be set out in cover page(s) accompanying report when translation is set forth from rough draft. Mr. Downing advised. fmb.

Manual of Instructions
Revised
fmb

REC-14

66-2435-2216

3 1. 0. 0. 0.

2 fmb

7. 4

66-1934

1 auto copy
2-11-59

FEB 12 1959

UNRECORDED COPY FILED IN 66-1934

Date: January 21, 1959
To: Director, FBI
From: Legat, Mexico (66-358)
Subject: REPORT WRITING

Reference is made to Part II, Section 9, pages 7, 11, and 12, of the Manual of Rules and Regulations wherein it is indicated that in Espionage (65) cases, individual Internal Security and Security Matter (100) cases, and individual Internal Security (105) cases the reporting auxiliary office should indicate three copies of a report for the office of origin.

It is to be noted that the Mexico City Office carries the Bureau as office of origin in all cases and, accordingly, we have not been designating three copies of such a report for the office of origin in the domestic field. Since this office desires to conform with all provisions of the Bureau manuals except where not applicable to a foreign office, UNCB this office will institute the policy of submitting three copies of a report for the office of origin in the domestic field with regard to the above-indicated cases.

2 - Bureau
1 - Mexico City
JWS:plb
(3)

REC-69

11-4-2217

APR 5 1959

RECEIVED

58 MAR 10 1959

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

EMPLOYEE SUGGESTION

869-59

Date: 1/20/59

To: Director, FBI

From: [Redacted] 5 Division of assignment: PORTLAND

b6
b7C

SUGGESTION: MIMEOGRAPHING PROCEDURE: SF-64's, FD-302's.

This time consuming task can be eliminated by the mimeograph machine operator as follows: (1) Run off the desired number of copies needed for the report with the number stenciled at the bottom; (2) At this point stop the machine and place adhesive tape over the number stenciled at the bottom of the page; (3) Run off one more copy (the adhesive tape will prevent the number from showing on this copy) which in the course of administrative procedure would be routed to the Special Agent for initialing and return to file with no mutation.

Current practice or rule (include manual citation as well as facts):

It has been necessary in this office, and others as observed from incoming reports, to manually number the pages in mimeographed reports containing FD-302's and SF-64s. The page number cannot be cut directly into the stencil due to the fact that FD-302's and SF-64s are to be initialed by

Advantages of suggestion: the reporting Agent and used in testifying. The manual numbering of said reports proves to be a cumbersome and time consuming task for the assembling steno.

There would be a saving of time on the part of the assembling steno. The amount of time saved would vary with the number of copies in any particular report. The more copies of a report the more time saved.

Disadvantages of suggestion:

The mimeograph operator instead of running all copies of a stencil in one operation would have to stop the machine to apply the adhesive material and then run off one final copy. It is believed that the time expended in this process would not be equal to the time previously spent by the assembler in numbering pages manually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

cc-designated for

REC-76 66-2435-2218

(Signature of suggestor)

b6
b7C

Recommendations and comments of Division Head:

20 JAN 21 1959

The suggestion appears to be feasible, time saving and I feel it would streamline our operations. In view of this, it is suggested it be adopted.

3 Bureau
1 Portland
JEM:lam
(4)

(Signature & Title)

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont *also*

FROM : Mr. J. F. Bland *Handwritten initials*

SUBJECT: REPORT WRITING CHANGES *Rep 11*

DATE: December 23, 1958

Tolson _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

The new rules dealing with report writing specify that dissemination by the field of reports be shown only on the copies of Form FD-204 (first page of the report) which are so disseminated. Such dissemination is recorded also on the Form FD-263 (the cover page to the report).

The new rules do not provide that copies of Form FD-204 retained in the field or at the Seat of Government reflect the agencies to which a particular report is disseminated. Consequently, an Agent reviewing a file will see no designation on the Form FD-204 as to the dissemination of a particular report. Therefore, he must remember an additional rule and look for the Form FD-263 to see if a copy of that report was disseminated to any agency. The same would apply to Seat of Government supervisors in reviewing cases.

Further, it does not appear necessary to show on the copies of the report going to an agency that that copy is so designated inasmuch as the agency receiving that copy knows it by reason of the fact that it is in its possession.

It is felt that the rule as it now stands makes for more work on the part of the stenographer in the field than was necessary under the old rule where copies of reports disseminated were reflected on all copies of reports prepared in the field.

RECOMMENDATION:

That the report writing rules be changed to provide all dissemination of reports be shown on all copies of Form FD-204. If you agree, this memorandum should be referred to the Training and Inspection Division.

- 1 - Training and Inspection Division
- 1 - Mr. Belmont
- 1 - Mr. Bland
- 1 - Mr. Putnam
- 1 - Mr. Rushing

TDR/pmt
 (6)

03 FEB 16 1959

66-1934

EX-108

REC-75

FEB 10 1959

UNRECORDED COPY FILED IN

Waterman
Typewriter
Bush

67-59
1/19/59

To: Director, FBI

From: (Suggester's name)
SA [redacted]

Division of Assignment
DALLAS

b6
b7C

SUGGESTION

Investigation Reports
It is suggested that typists and stenographers ~~discontinue~~ the underlining of errors and misspelled words when copying signed statements into Form SF-64, when statement has been prepared by an Agent of the FBI.

EX-100
JAN 23 1959

Current practice or rule (Include manual citation as well as facts)

Typists and stenographers underline all errors and misspelled words in signed statements when copying statement into SF-64. Stenographers Manual, Section 3 12-f, page 8, revised 1/27/58.

Advantages of suggestion and annual savings (include basis for estimate)

Defense counsel when cross examining Agent on witness stand has access to the SF-64 and we are now calling to his attention the fact that errors have been made or words misspelled, whereas if left on his own he might very likely never notice the mistake. This suggestion may prevent the defense counsel from using our minor mistakes to embarrass the Bureau as well as the Bureau Agent on the stand, and may thereby prevent the loss of a case in court.

No monetary savings.

Disadvantages of suggestion

Only that our own mistakes are not called to our attention by the typist or stenographer.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr. ☐ Mrs. ☐ Miss

[redacted] Special Agent
Suggester

Recommendations and comments of Division Head

This suggestion appears to have merit and I recommend the Bureau consider the adoption of this suggestion.

REC-75

66 FEB 17 1959

(Do not write in this space - for Bureau use only)

cc-designated for Signature and Title

Special Agent in Charge

empl's pers file

12-11-59

ack 1/28/59 - eck
Ryd to Sargent Dir 1/27/59 - eck
Memo of Lamm to Mr. Tolson
2-3-59 [redacted]

100-4587-
2-11-59

UNRECORDED COPY FILED IN 66-4587-

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 2/3/59

FROM : Q. Tamm

SUBJECT: SUGGESTION #867-59
SUBMITTED BY SA [REDACTED]
DALLAS DIVISION

Tolson _____
 Belmont _____
 DeLoach _____
 McGuire _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____ b6
 Trotter _____ b7C
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

SUGGESTION: That when copying signed statements into investigative reports, Bureau stenographers and typists discontinue the practice of underscoring errors and misspelled words noted in such statements, where the statement has been prepared by a Bureau Agent.

PRESENT PROCEDURE: Manual for Field Stenographer, Section 3, 12f, page 8, requires that all signed statements be copied identically as the original statement and misspelled words be underlined to show that the misspelling was in the original and is not simply a typographical error. This rule applies to all signed statements regardless of who originally wrote it or typed it.

ADVANTAGES STATED: SA [REDACTED] believes that the underlining of misspelled words calls attention to mistakes which on occasions are inadvertently made by Agents preparing statement for witnesses or subjects to sign. He feels these may embarrass the Bureau, and that adoption of this suggestion would lessen the chance of embarrassment.

OBSERVATIONS: SAC Lynam, Dallas, recommends adoption of this suggestion. Investigative Division recommends it not be adopted since the suggested procedure fails to recognize the real problem involved, namely, the preparation of signed statements which are free of inadvertent errors on the part of our personnel. Training and Inspection Division agrees the suggestion should not be adopted since to do so would be merely an attempt to convince ourselves that such errors don't occur and to prove it we would no longer underscore them. We believe our present rule is the best.

RECOMMENDATION: That this suggestion not be adopted. No further action is necessary as SA [REDACTED] was thanked by letter of 1/28/59.

ENCLOSURE

AGG:vfb
(3)

1 Personnel file of [REDACTED] (sent separately)

66 FEB 17 1959

UNRECORDED

b6
b7Cb6
b7C

FEB 10 1959

b6
b7C

The suggestion submitted by SA Nat A. Pinkston of Dallas dated 1/19/59 appears to be entirely devoid of any merit and definitely should not be adopted. The cure-all for not subjecting Bureau Agents to embarrassment while testifying relative to signed statements taken by them containing misspelled words is for the Agent to insure that these most important documents do not contain such elementary errors.

A minor objection to this suggestion is that were these incorrectly spelled words not underlined in our reports needless correspondence would ensue between the supervisors at the Seat of Government and the reporting offices.

It is firmly recommended that instant suggestion not be implemented nor further considered.

A. J. McGrath

RK

66-2435-2221
ENCLOSURE

*File
2-11-59*

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

EMPLOYEE SUGGESTION

Date: 1/5/59

To: Director, FBI

From: SA [redacted] Division of assignment: Portland

b6
b7C

SUGGESTION: That an official form be prepared to be used as an unserialized top serial in all subject files. The form (example attached) would set forth the name, date of birth, description, plus all relatively unchanging information available on the subject. The attached form is suggested.

This form would be required to be filled out and kept current by the Agent to whom the case is assigned.

Current practice or rule (include manual citation as well as facts):

None.

Advantages of suggestion: An enormous amount of time which is now spent reviewing files in all field offices would be greatly reduced. The Agent or clerk reviewing the file for an identification would be able to make that identification by consulting only the top serial.

REC-75

66-2435-3222

It would also serve as a time saver for employees who are not checking for identifications but are looking for general information on the subject.

Disadvantages of suggestion:

The only disadvantage would be the short period of time required to fill in the form and keep it up to date while a pending case. However, this time is negligible compared to the enormous amount of man hours saved by not having to review files.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

b6
b7C

Recommendations and comments of Division Head:

This appears to be a time saving suggestion. It could be kept up-to-date by the agent to whom assigned and would avoid needless expenditure of time consumed in searching through the file for this information. Recommendation -- Favorable.

3-Bureau
1-Portland (66-1646)

FVB:jdt
(4)

(Signature & Title)
Special Agent in Charge

UNRECORDED COPY FILED IN 66-2435-3222

JAN 13 1959

311457

SUGGESTION #826-59

SA

PORTLAND

b6
b7c

Suggestion relates to having a form used as an unserialized piece of mail on top of all subject files. The form is to be for the purpose of aiding in file reviews and is suggested to include a complete description of the subject.

COMMENTS OF INVESTIGATIVE DIVISION:

While there would appear to be some merit to the suggestion, it is believed the disadvantages outweigh potential advantages. A large percentage of our files contain but a few serials and the suggestion would create considerable unnecessary work since the desired descriptive information should be readily available in the first investigative report. The suggestion would constitute a savings in file review time where voluminous files are involved; however, this would create additional administrative problems. To be of value, the form would have to be current and accurate at all times. This would mean that every time an Agent developed identity of an additional relative or obtained information regarding descriptive data, such information would have to be changed on the form. Also, there would appear to be a problem with regard to closed files. Responsibility would have to be established for insuring the accuracy and a method would have to be established to identify the individual who sets out the data or makes changes in order to place responsibility for any error which may occur based upon use of the form.

RECOMMENDATION : It is recommended the suggestion, as set out, not be adopted. If

surveys, which may be taken, indicate that the potential savings of file review time warrants adoption of the suggestion in some form, it is then recommended that information set out on the form be limited to basic information as to race and birth data and whether verified since these items would assist in eliminating files in file review. Any further data needed should be obtained as a result of a file review. If modified form of suggestion is adopted, it is suggested limitation be made so that it is utilized only on files having more than a specific number of serials, such as 10 serials.

John
Inc
12

R

W

-2-

66-2435- 2223

ENCLOSURE

file
2-ech.

DOMESTIC INTELLIGENCE DIVISION

SUGGESTION #826-59

Domestic Intelligence Division recommends against adoption of this suggestion that an unserialized top serial listing identification information be prepared and maintained in all subject files. The preparation of such a form would require considerable expenditure of time and, in security cases particularly, would contain no more than a duplication of information already in the file. In most instances all of this information would appear in the summary report which is readily available in any file review.

The suggested advantage is that time would be saved in file review particularly in establishing or disproving identification merely by reference to this top serial. It is not believed that the number of instances in which this would be possible would be many. Further, the presence of such a serial could lead to reliance on it alone as a substitute for a complete file review in instances in which such complete file review is desirable and necessary.

It is, accordingly, believed that the advantage to be obtained in a small number of instances would not compensate for the time and effort required to prepare and keep current the proposed top serial.

Handwritten initials: JH, JH, AB

JJH/baw
(2)

66-2435-2223

ENCLOSURE

*File
2-CH.*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 1/28/59

FROM : Q. Tamm

SUBJECT: SUGGESTION #826-59
SUBMITTED BY SA [REDACTED]
PORTLAND DIVISION

Tolson _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan b6
 Tele. Room b7C
 Holloman _____
 Gandy _____

SUGGESTION: That an official form be prepared to be used as
 an unserialized top serial in all subject files.

The form would set forth the name, date of birth, description,
 plus all relatively unchanging information available on the
 subject. The form would be filled out and would be kept current
 by the agent to whom the case is assigned. Sample of proposed
 form is attached for review.

ADVANTAGES STATED: Would save time now spent in reviewing file
 to determine information regarding the subject's aliases,
 description, names of relatives, etc.

DISADVANTAGES STATED: Time would be spent in filling out the form
 and keeping it current. Suggester considers this time
 negligible as compared to the time now spent in reviewing a file to
 determine the desired information.

OBSERVATIONS: SAC Milnes, Portland, recommends favorably.

Domestic Intelligence Division recommends unfavorably.
 The preparation of such a form would require considerable expenditure
 of time and, in security cases particularly, would contain no more
 than a duplication of information already in the file. In most
 instances all of this information would appear in the summary report
 which is readily available in any file review. Further, the presence
 of such a form could lead to reliance on it alone as a substitute for
 a complete file review in instances in which such complete file review
 is desirable and necessary.

Investigative Division is opposed to the suggestion as
 presented. A large percentage of files contain only a few serials
 and the suggestion would create considerable unnecessary work since the
 desired descriptive information should be readily available in the
 first investigative report. The suggestion would constitute a savings
 in file review time where voluminous files are involved; however, this
 would create additional administrative problems. To be of value, the
 form would have to be kept current and accurate at all times. This
 would mean that every time an agent developed identity of an additional

3- ENCLOSURE
 Enclosure

ceh
 (3)

1 - Personnel file of SA [REDACTED]

(sent separately)

UNRECORDED COPY FILED IN 66-3442-

EX - 133

REC-13

66-2435-2223

11 FEB 10 1959

b6
 b7C

Memo Q. Tamm to Mr. Tolson
RE: SUGGESTION #826-59

1/28/59

OBSERVATIONS: (continued)

relative or obtained information regarding descriptive data, such information would have to be changed on the form. Also there would appear to be a problem with regard to closed files. Responsibility would have to be established for insuring the accuracy and a method would have to be established to identify the individual who sets out the data or makes changes in order to place responsibility for any error which may occur based upon use of the form.

The Investigative Division recommends, however, that should a survey be taken to determine the merits of this suggestion, that consideration could be given to limiting the form to the basic information as to race and birth data and whether verified since these items would assist in eliminating files in file reviews. Any further data needed should be obtained as a result of a file review. Should such a form be adopted, Investigative Division recommends that it be limited to files having more than a specific number of serials, such as 10 serials.

b6
b7C

Training and Inspection Division is opposed to adoption of the form suggested by SA [] and also to the one proposed by the Investigative Division. In addition to the objections already pointed out above, it is noted that such a form maintained as a top serial would have to be removed from the file each time a new piece of mail is to be added to the file. Should mail be filed on top of the form, the form's purpose as a top serial would be defeated.

RECOMMENDATION: That the suggestion not be adopted. No further action recommended as SA [] was thanked by letter 1/16/59 for having made his suggestion available.

b6
b7C

Handwritten initials and signature

Handwritten signature and date
1/29

IDENTIFICATION TOP SERIAL

Miscellaneous

66-425-2723
ENCLOSURE

Date

1/14/59

Employee assigned to (Division)

BALTIMORE

To:

Director, FBI

From:

SA RALPH G. MURDY 65-12

SUGGESTION

Report Writing
Change form of "Documentation" ~~required in~~ cover pages of reports containing T symbols. Latest changes on report writing restricted the tabulation required under heading "Informants" to (1) Identity of Informant and (2) Place Where Original of Each Item Attributed to Informant Can Be Found. By changing form of these two required items from a columnar to paragraph form, space will be saved on cover pages and typing time shortened.

Current practice or rule (Include manual citation as well as facts)

As above, Agents Handbook, Part I, 49, B, 2, n.

Advantages of suggestion

The time required by the stenographer to set up the data in columnar form will be shortened by setting out the data in paragraph form. In addition, less paper will be used in the cover pages.

Disadvantages of suggestion

None apparent.

Annual Savings (Show basis for estimate)

Unable to estimate.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr.

☐ Mrs.

☐ Miss

SA Ralph G. Murdy

Signature and Title of Suggester

Recommendations and comments of Division Head

I believe this suggestion has merit.

em's pers. file

Signature and Title

OUT 13 1959 396

EX-100
JAN 22 1959

REC- 65

66-2435-2224

2-10

JAN 22 1959

*Replied to Bureau to Mr. Tolson
2-3-59 and H. J. P.*

*ack 1/27/59 - lch
Replied to Bureau. Intell Div 1/26/59 - lch*

James Deely
Signature and Title

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 2/3/59

FROM : Q. Tamm

SUBJECT: SUGGESTION #865-59
SUBMITTED BY SA RALPH G. MURDY
BALTIMORE DIVISION

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

SUGGESTION: That the form of documentation required in certain reports be changed from a tabulated or columnar form to a paragraph form.

PRESENT PROCEDURE: Manual of Rules and Regulations, Part II, Section 4, page 23, requires that when a "T" symbol is used in a report, with certain exceptions the cover pages must set forth a tabulation under the heading "Informants" giving the name and address of person designated by a "T" symbol or his permanent symbol number together with the page of instant report or file number, serial number, page number and exhibit number if in another file, where original of each item of information can be found.

The use of the word "tabulated" in the Manual instructions apparently has resulted in the required data being set forth in two columns, the first giving the "T" symbol used with the identity of the person and the second column showing the balance of the required data.

OBSERVATIONS: Domestic Intelligence Division believes no change should be made in present requirements and points out that the reporting of this data in columnar form facilitates reading and checking of the information. Training and Inspection Division agrees since it is believed very little space would be saved by using paragraph form and it appears that the report writer, field supervisor and Bureau supervisor can more easily locate and check the data if reported under present rules.

RECOMMENDATION: That this suggestion not be adopted. If approved, no further action is necessary as SA Murdy was thanked by letter 1/27/59.

53 FEB 18 1959

AGG:vfb

(3)

REC-65

66-54-2225
25 FEB 10 1959

1 - Personnel file of Ralph G. Murdy (sent separately)

DOMESTIC INTELLIGENCE DIVISION

SUGGESTION NUMBER 865-59

Suggestion is that means of reporting information required concerning concealed informants in reports (consisting of 1) identity of informant and 2) location of original information) be changed from columnar to paragraph form to save space and typing time.

Only requirement at present is that the two items be reported, no form thereof being prescribed. However, practice has been to report the information in columnar form as this is more easily read and facilitates checking thereof. No change in present provisions is believed desirable.

b6
b7C

JH JH
Aut

[redacted] advises he does not regard present wording of manuals as requiring columnar form to be used. 2/3/59 JH

JJH: baw
(2)

OK - 2435-2725 - Jule
2-enc.

ENCLOSURE

2 - Orig. & 1
1 - yellow
1 - Liaison

Legal Attache, Paris

February 6, 1959

Director, FBI

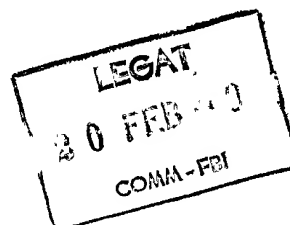
GENERAL REPORTING RULES

Future communications submitted to the Bureau or office of origin in letter form should have the status of investigative action set forth; either pending, RUC, or closed. Whenever the case is to remain in a pending status, a brief statement should be furnished as to the reason for such action.. For additional reference in this matter, you should refer to Part I, 47J, page 35 of the FBI Handbook.

- 1 - Bonn
- 1 - Havana
- 1 - London
- 1 - Madrid
- 1 - Mexico City
- 1 - Ottawa
- 1 - Rio de Janeiro
- 1 - Rome
- 1 - Tokyo
- 1 - Foreign Liaison Unit (detached)

NOTE ON YELLOW:

Cited Handbook reference states essentially that office submitting letters, airtels, and teletypes to the Bureau or another office in lieu of reports which will not be followed by a subsequent report, should furnish all necessary data and documentations to make communications complete without further inquiry.



Tolson _____
Boardman _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Clayton _____
Tele. Room _____
Holloman _____
Gandy _____

KGC:ef
(14)

FEB 13 1959

MAIL ROOM ☒

REC-76

FEB 10 1959

2226

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: 2/4/59

FROM : Mr. Rosen *R*SUBJECT: REPORT WRITING
OBSERVANCE OF THE "30-DAY RULE"

Tolson ☒
 Boardman ☐
 Belmont ☐
 Mohr ☐
 Nease ☐
 Parsons ☐
 Rosen ☒
 Tamm ☐
 Trotter ☐
 W.C. Sullivan ☐
 Tele. Room ☐
 Holloman ☐
 Gandy ☐

DeLoach ☒
 McGuire ☒
 W.C. Sullivan ☒

The Investigative Division in recent months in an increasing number of instances has found it necessary in individual cases to remind the field of the rule that an explanation must be included in the cover page of the report when the date of the report is 30 or more days after the last date in the investigative period.

In each of the cases where it has been necessary to bring delinquencies of this type to the field's attention, explanations have been requested and this, of course, unnecessarily increases the volume of correspondence going to the field from the Seat of Government.

RECOMMENDATION:

In order to forcibly remind the field as a whole concerning this long standing rule and in addition put the burden of responsibility for enforcing and observing this rule with the SAC, it is recommended that the attached SAC Letter go forth instructing the field in this regard. If approved, this memorandum and proposed SAC Letter should be routed to the Training and Inspection Division for appropriate handling. No new policy is involved and no manual changes are necessary.

Enclosure *sent 2-6-59*

1 - Mr. Tamm

NJW:jm
(6)*R**L*

REC-76

66-2435-2277

4 FEB 10 1959

60 FEB 13 1959 *396**Wash**SIX*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 2/2/59

FROM : SAC, Miami (66-1521)

ATTENTION: TRAINING AND
INSPECTION DIVISIONSUBJECT: REPORTING PROCEDURES.
(LETTERHEAD MEMORANDA
RE INFORMANT EVALUATION.)

Manual of Rules and Regulations, Part II, Section 4, Page 6, Item 18, provides for letterhead memoranda in a number equal to the copies of the report or communication to which they relate to be submitted concerning reliability and evaluation of sources protected by "T" symbol in the report; and, that they should be forwarded to the Bureau with the cover pages of the report.

Part II, Section 8, Page 1a, provides a copy of the letterhead memorandum should be stapled in the upper left hand corner to the back of each such investigative report. Assembly instructions provide then that a staple be placed in the upper right hand corner of the cover pages to the copies of the investigative reports.

In the matter entitled, SM-C," (BuFile 100-336534), a report was submitted by SA LEON O. PRIOR, Miami, dated January 15, 1959, wherein as "enclosures" four copies of information evaluation memo were listed on the SF-263. Bulet to Miami January 27, 1959, therein, re-cited, "The letterhead memorandum is a separate and distinct communication, although it should be forwarded to the Bureau, auxiliary offices and interested outside agencies along with the report. It is not an enclosure and should not be listed as such."

b6
b7c

Bureau will note these are a type of enclosure going with the report both intra-Bureau and to other agencies.

(2) - Bureau
2 - Miami

1 copy detached
Training & Insp. Div.

REC- 60

66-2155-2228

AG:GK
(4)

Letter to Miami
2-9-59
Jash: some

EX-135

8 FEB 10 1959

249

MM 66-1521

The Bureau will further note a problem facing the Chief Clerk's Office in that if attached to a report and not listed anywhere, it is difficult for a clerk serializing mail to know of their existence without examining each report coming across his or her desk in those classifications which usually carry "T" symbol informants. As separate and distinct communications they should be separately serialized, and it is believed same will be overlooked and filed as apparent pages to a report, not being identified as a separate document by an enclosure description.

The above circumstances are furnished for the Bureau's consideration, and it is requested Miami be advised why these may not be listed as enclosures to the cover, a procedure which will assist the Chief Clerk's Office in their handling as a separate and distinct communication.

SAC, Miami (66-1521)

2/9/59

REC- 60

Director, FBI (66-2435) - 2228

EX-135

REPORTING PROCEDURES
(LETTERHEAD MEMORANDA
RE IMPORTANT EVALUATION)

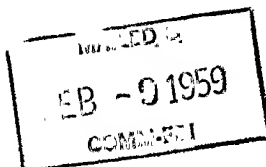
Reurlet 2/2/59, wherein you discuss cover page(s), report, and letterhead memorandum of evaluation and point out the difficulty of serializing each.

For your information, one copy each of the cover page(s), report, and evaluation memorandum are stapled together at the top right-hand corner. None is an enclosure to any other. They are serialized as one serial.

This instruction is being printed at the present time and will be set out in the Manual of Rules and Regulations, Part II, Section 3, page 6, on "Serializing." You should receive it within two weeks.

LAF:sms
(4)

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____



MAIL ROOM ☒ TELETYPE UNIT ☐

#577-59
Date

January 29, 1959

To:

Director, FBI

Chief Clerk

Division of Assignment

Milwaukee

SUGGESTION

I would like to suggest the Bureau consider attaching samples supporting instructions sent to the Field concerning new procedures. Usually there are wrinkles to iron out after placing a new procedure into effect as flaws come to light; however, it would be considerably easier on the Field Offices if the procedure were initiated in the same fashion in the 53 offices. Invariably there are different interpretations of instructions by different individuals. I would like to cite the examples as shown on attached pages.

FEB 2

Current practice or rule (Include manual citation as well as facts)

Instructions set forth in SAC Letters without benefit of samples.

Advantages of suggestion and annual savings (include basis for estimate)

Considerable time and consternation would be saved as well as having the assurance of having the contributions from the 53 Field Offices uniform.

b6
b7C

Disadvantages of suggestion

None apparent.

re-designated for
empl's pers file

(The use by the United States of my suggestion shall not form the basis of any claim by me, my heirs, or assigns upon the United States)

☐ Mr.

☐ Mrs.

☒ Miss

Signature and Title of Suggester
Chief Clerk

Recommendations and comments of Division Head This suggestion impresses me as one which merits the Bureau's favorable consideration. It is believed, however, that the suggestion is feasible only in the relatively few instances where instructions are susceptible to divergent interpretation.

(Do not write in this space - for Bureau use only)

Letter to employees
2/9/59 AGG
68 FEB 6 1959

REC 69
66-2421-2229
FEB 2 1959

D. W. Sults
Special Agent in Chg.
JAN 29 1959
TWO

1. When we first began conducting investigations for the Atomic Energy Commission the Bureau did send out to the Field Offices sample reports for guidance of the Field Offices. These were very helpful and provided uniformity.
2. Position Classification Matters. You will recall the Civil Service Commission published new standards for Positions of Chief Clerk and Assistant Chief Clerk and by SAC Let #58-41 (E) 7-8-58, instructions were given to analyze these positions and prepare new position descriptions in line with the new requirements. I believe it was the general consensus of opinion that these requirements were difficult to interpret. On 8-26-58, the Bureau furnished "master" position descriptions which completely simplified the problem, and I'm sure each Field Office was able to execute these forms in a relatively short time. It is believed that in cases such as this the Bureau is much closer to the source and it would be much less difficult for liaison personnel to obtain the true desires rather than to trust to the right interpretations of many different employees.
3. Report Writing. It is fully realized that the new system of report writing is in the formative stages; however, if samples of the report, as the designers see it, were distributed originally the offices would at least be assembling the reports uniformly.

To the best of my knowledge no instructions have been issued for assembling these reports; and even though this might seem like a rudimentary procedure, it is not being done uniformly. This causes questions to be raised as how to serialize as well as loss of time for the individual blockstamping the mail and the serializer. For example some offices are clipping all the FD-204's together and also clipping the FD-263's together while other offices are alternating the FD-204's and FD-263's and stapling all of this together.

Letterhead evaluation memoranda in security matters sometimes are stapled to the back of the report and sometimes they are clipped to the back of the report. If these memoranda are to be serialized with the report as one serial, then it would seem proper that the informant page be stapled to the report. If the informant page is to be serialized separately it would seem proper to clip it to the reports. In the latter case if the memoranda are stapled to the back of the report, the employee blockstamping mail has the problem of checking last page of each report to see if it is the informant memorandum.

SAC, Cincinnati (66-1662)

2/10/59

Director, FBI

REC-13

66-1662-2230
REPORT WRITING PROCEDURES

Reurlet 2/2/59. Your attention is directed to Part I, page 34, paragraph G of the FBI Handbook which states that when a report is dated 30 or more days after the last date of investigation included in the investigative period, an explanation must be included in the cover page.

Inasmuch as this instruction is already in the FBI Handbook, there does not appear any necessity for the proposed memorandum to all Agents enclosed with your letter and, therefore, Bureau approval is not granted for this proposed memorandum.

CJM:njs
(4)

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Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____



MAIL ROOM ☐ TELETYPE UNIT ☐

67 FEB 16 1959

Office Memorandum • UNITED STATES GOVERNMENT

TO : ALL AGENTS

DATE: (Fill In)

FROM : SAC E.D. MASON

SUBJECT: REPORT WRITING PROCEDURES

Attention of all Agents is directed to Part II, Section 4B7, Manual of Rules and Regulations, which requires that when a report is submitted containing a gap of 30 days or more between the last date of investigative period and the date of the report a letter of explanation must be attached to the report.

The Bureau has found it necessary to point out that there have been three instances of failure to submit such explanations during the past six months.

All agents are reminded that they should submit their dictation, or rough drafts, promptly after the last date of investigation so that there will be no gap exceeding 30 days from the date of the report and the last date of the investigative period.

Agents are also reminded that administrative file reviews also constitute dates in the investigative period of a report and these dates should not be overlooked when preparing rough drafts and/or dictation.

In the event a gap of 30 days or more does appear in the investigative period, the accompanying letter of explanation should be submitted at the time of dictation or when preparing rough draft.

Your attention to this most important detail will be appreciated.

EDM: VD

2230
ENCLOSURE

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 2/2/59

FROM : SAC, CINCINNATI (66-1662)

SUBJECT: REPORT WRITING PROCEDURES

Attached for approval of Bureau is proposed memorandum to all Agents in the Cincinnati Division calling attention to need for close adherence to report writing rules dealing specifically with gaps of 30 days or more between the last date of investigative period and date of report.

Bureau approval is requested so that this memorandum may be distributed to Cincinnati Agents.

2 - Bureau (ENC 2)
1 - Cincinnati

EDM:VD
(3)

REC-13

66-1662-223
8 FEB 11 1959

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. D. J. Parsons

DATE: January 28, 1959

FROM :

Tolson	_____	b6
Belmont	_____	
Mohr	_____	b7C
Nease	_____	
Parsons	_____	
Rosen	_____	
Tamm	_____	
Trotter	_____	
W.C. Sullivan	_____	
Tele. Room	_____	
Holloman	_____	
Gandy	_____	

SUBJECT: LABORATORY REPORTS - INCORPORATION
IN INVESTIGATIVE REPORTS
CHANGE IN FBI HANDBOOK AND MANUAL OF
RULES AND REGULATIONS

Part I, paragraph i (2), page 57 of the FBI Handbook and Part II, Section 4, paragraph (b), page 18 of the Manual of Rules and Regulations set forth instruction as to how FBI Laboratory reports are to be set forth in investigative reports submitted by the field. Rule as it now reads states generally that "FBI Laboratory reports recording Laboratory examinations to be set out verbatim in their entirety when any part thereof may be testimony."

The intent of the above Handbook and Manual provision is that the specific portion of an FBI Laboratory report setting forth the examiner's findings and conclusions should be set forth verbatim. Inasmuch as the examiner's testimony regarding his findings must conform with the Laboratory report it is essential that no liberties be taken with this "conclusion" portion of the Laboratory report. Obviously, other less pertinent information is contained in the FBI Laboratory report such as the heading, the date, the caption of the case and the description of the different items of evidence. There is no need for this material to be set forth verbatim. Consequently, the attached proposed Manual and Handbook changes clarify the provisions previously set forth. No policy question is involved.

RECOMMENDATION: That this memorandum and enclosures thereto be forwarded to the Training and Inspection Division.

Enclosures (2)

REC- 93

1 - Training and Inspection Division
 1- 66-1934

WDG:mb
 (7)

25 FEB 10 1959

63 FEB 17 1959
 66-1934

ENCLOSURE
 2 - Training and Inspection Division
 1 - file with copy

EX - 133

UNRECORDED COPY FILED IN 66-1934

2-fmb

January 23, 1959

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

Part II, Section 4, paragraph (b), page 13, should be amended to read as follows:

Portions of FBI Laboratory reports recording Laboratory findings and opinions to be set out verbatim in their entirety when any part thereof may be testimony or may be of value to the USA in considering prosecution. Otherwise, nonpertinent portions of the Laboratory's recorded findings may be excluded from investigative reports. In such nonprosecutive situations, only that portion of Laboratory's recorded findings necessary to the development of the investigation need be included in the report and such portions are to be set forth verbatim. None of the data set forth on Laboratory Transmittal forms is to be included in the details of investigative reports.

66-1934

Note: See memorandum from to Mr. D. J. Parsons dated January 28, 1959.

b6
b7C

WDG:mb

Tolson _____
Boardman _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Clayton _____
Tele. Room _____
Holloman _____
Gandy _____

MAIL ROOM ☐

66-2435-2231
ENCLOSURE

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen *R*

DATE: January 28, 1959

FROM : *ST. 250* SUBJECT: SUGGESTION # 887-51
SA ROBERT M. MURPHY *CS-13*
INVESTIGATIVE DIVISION

Tolson	_____
Boardman	_____ b6
Belmont	_____ b7C
Mohr	_____
Nease	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

SUGGESTION:

To insure greater accuracy in reports received by the Bureau that the Agent who dictated the report initial the cover page transmitting same to Bureau indicating that he had read the report prior to its transmittal. If Agent unavailable to do so, the supervisor approving report place check mark over reporting Agent's name to reflect Agent was not available to read and approve report.

BACKGROUND:

Existing regulations state that when available to do so, Agents are to read reports dictated by them prior to dissemination or transmittal to the Bureau. In any event, dictating Agents are to read and initial all reports within 30 days of date of reports or at the first practicable opportunity thereafter. If approved, the dictating Agent is to initial the first page of the file copy. If the report is a copy from a stencil, a notation must be made and maintained in the appropriate case file that the dictator had read and approved the stencil if he did so.

Weaknesses of the present system are: (1) the rule is so flexible the possibility exists that reports could be filed without ever being read by the dictating Agent; (2) SOG supervisor is unable to tell which reports have been read by the dictating Agent; (3) additional paperwork resulting from errors detected by dictating Agent after report disseminated and transmitted to Bureau or by SOG supervisor.

OBSERVATIONS OF INVESTIGATIVE DIVISION

Since the primary responsibility for the accuracy of a report rests with the dictating Agent and since he is the person most familiar with the contents of the report, it is suggested that he be required to initial the cover page

RMM:eam
(6)

MAR 11 1959

ack 4/1/59

EX-102

REC- 53

66-2435-

2232

Ryd to Baltimore, Cincinnati, Louisville

Phila, Seattle, St. Louis 1/1/59

by Rls. #4

Recomm Transm to Bureau 3/1/59-ccw

FEB 19 1959

Memorandum to Mr. Rosen
Re: SUGGESTION
SA ROBERT M. MURPHY
INVESTIGATIVE DIVISION

to the original copy of the report to the Bureau to flag that it, in fact, has been read and approved by the dictating Agent. It is suggested that the dictating Agent place his initials immediately after his name on the cover page of the report.

The suggested requirement should in no way impair or delay the majority of reports since the dictating Agent is readily available to read and initial them. In routine cases when the Agent is unavailable, a few days delay in submitting a report to accomplish the aforesaid action would be justified from the standpoint of insuring accuracy in the report. In instances where the reporting Agent is not available to read and initial his report and the submission of the report to the Bureau cannot be delayed, the approving supervisor in addition to approving the report, will place a check mark over the reporting Agent's name to reflect that Agent was not available to read and approve the report. This will insure that due regard was had for the pertinent instructions and that the report will be read and the file copy initialed at the earliest possible date.

The advantages of the suggested procedures would be:

- (1) Promote accuracy in reports, reducing the possibility that reports would be filed without ever being read by dictating Agent.
- (2) Reduce correspondence from the filed to the Bureau and vice-versa.
- (3) Minimizes the possibility of embarrassment in making corrections to reports which have been disseminated to USA prior to having been read by the dictating Agent.

RECOMMENDATIONS:

- (1) That the dictating Agent initial the cover page transmitting report to Bureau indicating that he has read and approved the report.
- (2) That in those instances where the Agent is unavailable to read and initial the report and the submission

Memorandum to Mr. Rosen
Re: SUGGESTION
SA ROBERT M. MURPHY
INVESTIGATIVE DIVISION

of the report to the Bureau cannot be delayed, approving official place check mark over reporting Agent's name to reflect this fact.

(3) That if this suggestion is approved, this memorandum be forwarded to the Training and Inspection Division in order that the appropriate SAC Letter and Manual changes may be prepared and issued.

Rz *I saw*
AWB

Rm

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: February 5, 1959

FROM : G. H. Scatterday

SUBJECT: SUGGESTION NO. 885-59
NAME CHECK SECTION
STREAMLINING COMMITTEE

Tolson	_____
Boardman	_____
Belmont	_____
Mohr	_____
Nease	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

SUGGESTION:

Research Analyst [redacted] has suggested the following with regard to recording the dissemination of new type investigative reports which reports are described in the Special Agents' Handbook revision dated November 3, 1958. [redacted] has suggested that at the SOG administrative-type stamps and/or notations denoting dissemination of copies of Bureau reports be placed on the first cover page of the original of the Bureau report being disseminated. He has further suggested that in the field these stamps and/or notations be placed on the first cover page of the top file copy.

b6
b7CPRESENT PROCEDURE:

Stamps and/or notations denoting dissemination are presently being placed on the first page (FD-204) of the original or top file copy of Bureau reports in file at the SOG or field office respectively.

ADVANTAGES:

Each time it becomes necessary to Photostat a Bureau report for dissemination, the present procedure necessitates additional time on the part of the operator of the Photostat machine to cover previous dissemination stamps and/or notations appearing on the first page of the report so that this administrative data is not reproduced on the Photostat copy. The adopting of the new procedure would eliminate the presence of these administrative-type stamps and would enable the first page (FD-204) of the report to be Photostated as is.

In addition, the new procedure would make possible a neater appearing first page of the Bureau report being disseminated and would consolidate all administrative information on the cover page of the Bureau report, which page is always retained in Bureau files.

DISADVANTAGES:

There are no known disadvantages to this suggestion.

REC-14

66-2435-2233

b6
b7C

- 1 - Mr. Belmont
- 1 - Personnel File of [redacted]
- 1 - Training and Inspection Division
- 1 - Name Check Streamlining Committee

D:DRR:mpp (5)

ENCLOSURE

2-11-59

2

Memorandum for Mr. Belmont
RE: SUGGESTION NO. 885-59
NAME CHECK SECTION
STREAMLINING COMMITTEE

OBSERVATIONS:

The foregoing suggestion was discussed by the Section Streamlining Committee and it was recommended that the suggestion be adopted. Special Agent George Medler of the Records Branch was contacted on February 4, 1959, relative to the feasibility of the suggestion and advised that the same matter had been the subject of discussion within the Records Branch and that a Supervisors' Manual change effecting the change recommended above is being submitted under date of February 5, 1959. Inasmuch as Flottman's suggestion was submitted prior to learning of the Records Branch action, this memorandum is being forwarded to the Training and Inspection Division for appropriate acknowledgment.

RECOMMENDATION:

That [] suggestion be appropriately acknowledged by the Training and Inspection Division. Enclosed letter prepared by Training and Inspection Division.

b6
b7C

Keene
2/11

JOE

[Signature]

February 2, 1959

PROPOSED CHANGE IN
FBI HANDBOOK

Part I, C, 3, page 24. Delete paragraph which reads, "Any failure to (meet 15- or 30-day deadline) must be explained in the cover letter (transmitting) the report." This instruction now appears in Part I, H, page 35.

Part I, H, page 26, Delete

Part II, 9, page 56 Delete entire section which commences with, "When the apprehension of a fugitive is requested of another office the following data should be furnished:" This information now appears in Part I, 40, page 28, where it should remain.

Part III, 2, A, page 80 Delete second part of 2, A.

Part III, 4, page 80 Delete re copies and office of origin.

Part III Delete reference to deadlines pages 80, 83, 84, 88, 89, and 92.

Part III, 5, page 85 delete re office of origin
Part III, 8, page 85 delete re copies of reports

Part III, 2, page 87 This section should read as follows:

2. ~~FUGITIVE INVESTIGATION NECESSARY~~ ~~Apprehension or Location~~
Fugitive investigation only is conducted in these cases since no prosecution of a subject is possible for violation of the terms of his conditional release or parole. When a subject is apprehended he should be surrendered to the nearest U. S. Marshal; if a subject is found in local custody the U. S. Marshal should be advised of his location.

Part III, 6, page 88 Delete section re copies and origin

Part III, 2, page 89 This section should read as follows:

2. ~~FUGITIVE INVESTIGATION NECESSARY~~ ~~Apprehension or Location~~
Fugitive investigations to locate probation violators whose locations are not known when a probation violator (bench) warrant is issued. When a subject is apprehended he should be surrendered to the nearest U. S. Marshal; if a subject is found in local custody the U. S. Marshal should be advised of his location.

Tolson _____
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Boardman _____
Belmont _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Nease _____
Tele. Room _____
Holloman _____
Gandy _____

Part III, 8 and 9, page 89 Delete Sections 8 and 9 re origin and copies.

Part III, 5, page 92 Delete re copies.

MAIL ROOM ☐

ABE:rap

ENCLOSURE

2234

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: 12/5/58

FROM : L. N. Conroy

SUBJECT: REPORT WRITING
 REGULATIONS AND PROCEDURES
 ELIMINATION OF ADMINISTRATIVE DETAIL
 GENERAL FUGITIVE UNIT
 FUGITIVE SECTION
 INVESTIGATIVE DIVISION

Tolson _____
 Boardman _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

There are attached manual changes for the FBI Handbook, Manual of Instructions, and Manual of Rules and Regulations to conform with the policy of having report writing instructions appear in one section under report writing. No substantive changes are involved.

RECOMMENDATION:

That this memorandum with manual changes be referred to the Training and Inspection Division.

Enclosures

1 - Training and Inspection Division

ABE:rap
 (5)

4 ENCLOSURE
 1-66-1734

53 FEB 18 1959

FEB 12 1959

UNRECORDED COPY FILED IN 1-66-1734

February 2, 1959

PROPOSED CHANGE IN
MANUAL OF INSTRUCTIONS

Volume I, Section I, page 8, i. Delete paragraph i re apprehensions.

The following changes should be made in Volume II, Section 49 of the Manual of Instructions:

Page 1, A, 3, a, (2) Delete "Bureau and office of origin by teletype."

Page 1, A, 5, b, (2) Delete "Bureau and office of origin by air-tel."

Page 3, D, 8, Delete re preparation of summary report
Page 8, I Delete last paragraph beginning "Any failure to ..."
Page 13, N, Delete "Office of origin"
Page 14, U should read as follows:

U. ~~TYPE-OF-INVESTIGATION~~ *Apprehension or Location*
When a subject is apprehended he should be surrendered to the nearest U. S. Marshal; if a subject is found in local custody the U. S. Marshal should be advised of his location.

Page 14, AA Delete re copies

Page 16, AI should read as follows:

AI. ~~TYPE-OF-INVESTIGATION~~ *Apprehension or Location*
When a subject is apprehended he should be surrendered to the nearest U. S. Marshal; if a subject is found in local custody the U. S. Marshal should be advised of his location.

Page 16, AM Delete re copies

Page 22, AN Delete "COPIES OF REPORTS TO BUREAU - 1"

Page 28, 7 and 8 Delete paragraph 7 and 8 re origin and copies.

Page 29, BL Delete last paragraph re closing of cases

Page 30, BO Delete "COPIES OF REPORTS TO BUREAU - 1"

Tolson _____ Page 4, 6 Delete paragraph 6

Nichols _____

Boardman _____

Belmont _____

Mohr _____

Parsons _____

Rosen _____

Tamm _____

Trotter _____

Nease _____

Tele. Room _____

Holloman _____

Gandy _____

MAIL ROOM ☐

ABE:rap

(7)

ENCLOSURE

2234

UNITED STATES GOVERNMENT

DATE: 12/10/59

Tolson _____
Boardman _____
Belmont _____
Mohr _____
Nease _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

FROM: SAC, New York

REPORTS

SUBJECT: PROPOSED MANUAL AND HANDBOOK CHANGES

Section 19 of the Manual of Instructions and Chapter 78 of the FBI Handbook have been revised for the purpose of omitting all references to report writing. The revised pages are attached to this memorandum.

The new section on report writing has brought about the following changes in policy with regard to the applicant cases handled in the Special Inquiry Section:

Until the issuance of the new instructions on report writing, the field was permitted to submit the results of a negative file check on relatives in applicant cases by routing slip rather than by a report. Whenever credit or criminal checks were made without developing information, the field merely advised of the checks by a routing slip which was placed in the applicant's file and no dissemination of this negative record check was made. We are now, in view of the instructions on report writing, requiring the field to prepare reports on negative agency checks when they are made on relatives.

As you know, the Washington Field Office was permitted to reflect the results of "negative" agency checks or "No additional pertinent information" on the applicant on the Atomic Energy Applicant Program by stamping the order letter "No Record" or "No additional pertinent information" after the agencies indicated, and returning the order letter to the Bureau. The order letter was then made a part of the closed file and no dissemination was made.

The new instructions require the submission of a report whenever investigation is conducted. This will include cases which are started and subsequently discontinued. Heretofore, the Atomic Energy Act Program permitted the retaining of agents' notes in those cases which were discontinued, rather than the preparation of a partial report. In view of the instructions we are keeping the Atomic Energy Applicant discontinued cases in a pending status until the field advises whether or not a report will be submitted which, of course, depends upon whether any inquiries were made prior to receipt of the request to discontinued the investigation.

Enclosures:

1 - Training and Inspection Division

CH: (10)

NOT RECORDED

149 FEB 16 1959

FEB 18 1959

ORIGINAL FILE IN 66-2435-404

Memorandum for Mr. Brown
Re: Proposed Manual and Handbook Changes

RECOMMENDATION:

If you approve, it is recommended that this memorandum and its enclosures be furnished to the Training and Inspection Division for appropriate action.

JRM
EJW

nmw

(Typed Decembor 31, 1958)

PROPOSED CHANGE IN THE MANUAL OF INSTRUCTIONS

SECTION 16. APPLICATION FOR PARDON AFTER
COMPLETION OF SENTENCE
APPLICATION FOR EXECUTIVE
CLEMENCY

D. Administrative Rules Relating to Both Types of Investigations

8. Delete

~~5. Delete~~

6. Deloto

7. Delete

8. Flash notice in every ... the office placing flash notices should report this fact on the cover page transmitting report. The flash notice ... place flash notice.

9. Delete

B. 2. a (1) second sentence should read: Information from it should include actual sentence imposed, criminal docket number, etc.

CPH:kkn
(6)

NOTE: See cover memo Callan to Rosen, 12/31/58, captioned "Proposed Manual and Handbook Changes"; CPH:kkn.

Tolson _____
Nichols _____
Boardman _____
Belmont _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Nease _____
Tele. Room _____
Holloman _____
Gandy _____

MAIL ROOM ☐

Callan

2235

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: December 31, 1958

FROM : Mr. Callahan

SUBJECT: PROPOSED MANUAL AND HANDBOOK CHANGES
SECTION 16 OF THE MANUAL OF INSTRUCTIONS
AND CHAPTER 5 OF THE FBI HANDBOOK

Tolson	_____
Boardman	_____
Belmont	_____
Mohr	_____
Nease	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Section 16 of the Manual of Instructions and Chapter 5 of the FBI Handbook have been revised for the purpose of omitting all reference to report writing. The deletions necessary to bring the current sections up to date are indicated on the attachments to this memorandum.

No changes in policy are involved.

RECOMMENDATION

If you approve, it is recommended that this memorandum and its enclosures be furnished to the Training and Inspection Division for appropriate action.

Enclosures (2)

CPH:kkn
(5)

1 - auto copy
2/13/59

192

UNRECORDED COPY FILED IN 66-1934

Manual &
Handbook
Revised

ENCLOSURE

66-1934
FEB 17 1959

7 leaflet

REC-14

66-2435-2235

FEB 12 1959

2-fb

SL 77864-59

Date	January 21, 1959
Division of Assignment	Charlotte Office

To: Director, FBI

From: (Suggester's name)

65-13

SUGGESTION Agents in GS-12 and higher grades assigned to headquarters cities, when they are readily available, be not only permitted but required to approve their own investigative reports for dissemination to the Bureau. This would likewise apply to Resident Agents who are in headquarters cities on dates when their investigative reports have been typed and ready for supervisory review and approval.

It is not the intent of this suggestion that the submission of investigative reports be delayed because of the unavailability of an Agent to approve his own report.

The SAC, ASAC, and Field Supervisors would, of course, continue to afford overall supervision, policy guidance, and necessary instruction and handle the approval and routing of all other correspondence in individual case files. While not actually seeing the outgoing investigative reports, they would be able to follow cases through regular review on tickler since file reviews with Agents have been abolished.

Advantages of suggestion and annual savings (include basis for estimate)

See attachment

EXP. PROC. JAN 22 1959

Disadvantages of suggestion

None apparent

(The use by the United States of my suggestion shall not form the basis of assignment upon the United States)

emp's pers file ☒ Mr. ☐ Mrs. ☐ Miss

Special Agent

Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion proposes a radical departure from any procedure Bureau has heretofore used. If the suggestion receives favorable consideration (continued on attachment)

REC-75
JAN 22 1959
Roy K. Moore, Special Agent in Charge

(Do not write in this space - for Bureau use only)

ack'd 1/27/59 - [unclear]
Rec'd by [unclear] & [unclear] 1/29/59 - [unclear]
[unclear] 2/6/59 - [unclear]

103 FEB 7 1959

Current practice or rule (Include manual citation as well as facts)

Not currently permitted or required although Part II, Section 4 M-1 of the Manual of Rules and Regulations provides "When available to do so, Agents are to read reports dictated by them prior to dissemination to the Bureau; in any event dictating Agents shall read and initial all their reports within 30 days of dates of reports or at first practicable opportunity thereafter."

Advantages of Suggestion and annual savings (Include basis for estimate)

SAC Let 58-80, 12-16-58, Section G, advises there are now more experienced Agents in the Field than there have been for a number of years and that very few new Agents are being sent to the Field. The Bureau pointed out that in view of this there is less need for field supervision, that experienced personnel should assume more responsibility, and that there should be less dependence on supervisors to properly and promptly handle individual work assignments.

Instructions in this SAC let were to the effect that a reduction must be made in the field supervisory staff to permit more experienced agents to handle our day-to-day investigative commitments.

Emphasis is currently being placed on the extension to the field of the streamlined program of supervision now in effect at the Seat of Government. The Bureau wants to insure that the primary responsibility for the supervision of cases rests where it belongs - squarely upon the Agents - and that the SAC, ASAC, and Field Supervisors are not being used as "crutches" by the Agents.

Having served both as a full-time Field Supervisor and a Relief Supervisor over a period of several years, I have given this matter considerable thought and am of the very firm opinion that the adoption of this suggestion would:

- (1) Most emphatically and unequivocally place the primary responsibility for the supervision of cases where it belongs - squarely upon the Agents.
- (2) Bring about a marked improvement in the quality of investigative reports in that Agents would be more accurate, careful, and meticulous in the investigation, preparation, dictation, review, and submission of investigative reports, particularly realizing that they, and they alone, would be held fully accountable to the Bureau for all phases of their reports, and would have no so-called "Supervisory crutch" to fall back on for their own errors.

- (3) Afford on-the-job Supervisory training not only to all Agents (GS-12 and higher) but specifically to those capable of and who have the potential for administrative advancement in the Bureau.
- (4) Relieve the SAC, ASAC, and Field Supervisors of a tremendous amount of routine case supervision and approval of investigative reports where no policy or complicated matters are concerned.
- (5) Bring about the Bureau desired reduction in the field supervisory staff by placing the responsibility where the Bureau wants it - upon the Agents.
- (6) Give the SAC, ASAC, and Field Supervisors more time and better opportunity to supervise policy matters, overall office administration, and to give individual supervision to the newer Agents and others where needed and required as well as to the on-the-scene supervision of major cases. They could likewise devote the time saved to the supervision and training of the newer Agents and to reports emanating from Resident Agents.

Recommendations and comments of Division Head (Continued)

it is suggested it be given a trial period under controlled conditions.

It is pointed out that it would be of more importance in large offices where few Resident Agencies exist than in those offices where there are a great number of Resident Agencies and Supervisors would still have to correlate and approve reports. There is no question but what in a great many instances where Agents are preparing routine reports it would materially reduce the amount of paper work going over a Supervisor's desk.

I believe it is worthy of serious consideration and a trial period under rigidly controlled conditions.

RKM:WH

— M — Room —
May we please have your views and
specific recommendation regarding
adoption of the attached suggestion.
We would appreciate receiving your
comments by close of business 2/3,
if possible.

Jim approved
1/30
Thanks,

Q.T.
Q Tamm
Room 5256, Ext. 484

VIEWS OF THE INVESTIGATIVE DIVISION

It is not deemed advisable to approve this suggestion. It is felt that reports emanating from an office should be seen by a supervisor. It is the belief of the Investigative Division that instead of decreasing errors it would increase errors.

The Investigative Division is submitting a suggestion relative to making it mandatory that Agents sign their reports prior to the reports coming to the Bureau.

R

66-2455-2237
ENCLOSURE

*file
2-10-67*

DOMESTIC INTELLIGENCE DIVISION

SUGGESTION #864-59

Suggestion is that Agents in Grade 12 and above, when available, approve for forwarding to Bureau their own investigative reports. Purported advantages include placing primary responsibility on investigating Agents, improving quality of reports because "supervisory crutch" would be removed, affording supervisory training to all Agents, relieving SAC, ASAC and supervisors of much paper work which would assist in reduction of field supervisory staff and give such staff better opportunity for other aspects of supervision.

Present practice requires approval by field supervisor, ASAC or SAC before forwarding to Bureau, but Agents are to read and initial their own reports. This is to be done when possible prior to dissemination to Bureau and in any event, within thirty days after date of report.

Recommend that suggestion not be adopted. While paper work of field supervisors would be reduced and responsibility of Agent for all aspects of his own case would be highlighted, definite disadvantages exist. There would result a loss of uniformity in application of policy, Bureau instructions and regulations concerning the preparation of reports with consequent loss of time. Knowledge of the SAC, ASAC and/or field supervisor concerning developments in individual cases and concerning situation in the entire category of cases supervised would be impeded. A large proportion of the reports prepared would still have to be reviewed by someone other than the dictator because of absence from the office on investigation or other assignment of the dictator at the time typing of the report was completed.

It is believed the loss of control and familiarity with day-to-day operations of the office, which would result, outweighs the advantages pointed out for the suggestion.

JJH:baw
(2)

66-2435-2232
ENCLOSURE
✓

file
2-20

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 2/6/59

FROM : Q. Tamm

SUBJECT: SUGGESTION #864-59

SUBMITTED BY SA [REDACTED]
CHARLOTTE OFFICE INVESTIGATIVE RECOMMENDATIONS

Tolson _____
 Belmont _____
 DeLoach _____
 McGuire _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

SUGGESTION: That agents in grade GS-12 and higher be not only permitted but be required to approve their investigative reports for transmittal to the Bureau without approval by field supervisors, ASAC or SAC. Field supervisor, ASAC and SAC would continue to afford overall supervision, policy guidance, and necessary instruction and would handle approval of all other correspondence in individual case files. While not actually seeing the outgoing reports, the supervising officials would be able to follow cases through regular review on tickler since file reviews with agents have been discontinued.

PRESENT PROCEDURE: Reports are approved prior to transmittal by the SAC personally or for him by a supervisory official. (Manual of Rules and Regulations, Part II, Section 4M, 1(2), page 51.)

ADVANTAGES STATED: Suggester makes reference to SAC Letter 58-80, dated 12/16/58, instructing that supervisory staffs in field offices must be reduced as there are now more experienced agents in the field than there have been for a number of years and therefore the experienced personnel should assume more responsibility and there should be less dependence on supervisors to properly and promptly handle individual work assignments. SA [REDACTED] feels that his suggestion will accomplish a reduction in field supervisory staff and will place responsibility for the supervision of cases squarely upon the agents handling the cases. He also feels that his suggestion will bring about a marked improvement in the quality of investigative reports as the agents would realize that they alone would be held fully accountable to the Bureau for all phases of their reports and they would not be able to fall back on the so-called "supervisory crutch" for their own errors. SA [REDACTED] further stated that his idea will relieve the SAC, ASAC and field supervisors of routine supervision and approval of reports where no policy or complicated matters are concerned. The SAC, ASAC and field supervisors would have more time and a better opportunity to supervise policy matters, overall office administration and to give individual supervision to the newer agents and to those who need and require individual supervision.

REC-75

66-2455-2237

b6

b7C

ceh
(3)

1 - Personnel file of SA [REDACTED]

FEB 18 1959
(sent separately)

ENCLOSURE

Memo Q. Tamm to Mr. Tolson
RE: SUGGESTION #864-59

2/6/59

OBSERVATIONS: Assistant Director Mohr is opposed to suggestion.

Investigative Division recommends unfavorably. It is felt that reports emanating from an office should be seen by a supervisor and it is believed that instead of decreasing errors the suggestion would increase them.

The Domestic Intelligence Division recommends unfavorably. While paper work of field supervisors would be reduced and responsibility of agent for all aspects of his own case would be highlighted, definite disadvantages would exist. There would result a loss of uniformity in application of policy, Bureau instructions and regulations concerning the preparation of reports with consequent loss of time. Knowledge of the SAC, ASAC and/or field supervisor concerning developments in individual cases and concerning situations in the entire category of cases supervised would be impeded. A large proportion of the reports prepared would still have to be reviewed by someone other than the dictator because of absence from the office on investigation or other assignment of the dictator at the time typing of the report was completed. The Domestic Intelligence Division believes the loss of control and familiarity with day-to-day operations of the office which would result outweighs the advantages pointed out by SA [redacted]

Training and Inspection Division recommends unfavorably. Present procedure is believed necessary in order to insure proper and accurate reporting as well as insuring complete and thorough investigation.

RECOMMENDATION: That the suggestion not be adopted. No further action is necessary as SA [redacted] was thanked by letter 1/27/59 for having made his suggestion available.

[Handwritten initials]

[Handwritten signature: Keene]
2/9

Office Memorandum • UNITED STATES GOVERNMENT

RA TO : A. H. Belmont

DATE: 1-12-59

FROM : S. B. Donahoe

SUBJECT: REVIEW OF SECTIONS OF FBI HANDBOOK AND
MANUAL OF INSTRUCTIONS DEALING WITH
REPORT WRITING REGULATIONS AND PROCEDURES
(ELIMINATION OF ADMINISTRATIVE DETAIL)

Tolson _____
Boardman _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

Re your memorandum 11-21-58 instructing that the FBI Handbook and Manual of Instructions be reviewed for the purpose of recommending the elimination of unnecessary report writing instructions.

The sections of the Handbook and Manual of Instructions relating to the Registration Act have been reviewed by Supervisor [redacted] and there is attached proposed deletions from the respective sections of the Handbook and Manual of Instructions.

With reference to deletion of statements that copies of reports should not be furnished U. S. Attorneys without prior Bureau authority, this instruction is being incorporated in the "Policy" sections of the Handbook and Manual of Instructions, respectively. Regarding the deletion of the statements that the title should include the name of only one subject unless special reasons exist to the contrary, this instruction is not peculiar to Registration Act investigations and merely represents long-established Bureau investigative procedure.

ACTION:

This should be routed to Training and Inspection Division.

Enclosure

RDC:tw:lmc

(7)

- 1 - [redacted]
- 1 - Mr. Donahoe
- 1 - Mr. Belmont
- 1 - Training and Inspection Division

FEB 18 1959

1-66-1934

EX - 133

REC-53

FEB 18 1959

NAT. INT. SEC.

b6
b7Cb6
b7C

UNREC

97-00-1-1774
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2-fut

January 14, 1959

REVIEW OF SECTIONS OF FBI HANDBOOK AND
MANUAL OF INSTRUCTIONS DEALING WITH
REPORT WRITING REGULATIONS AND PROCEDURES
(ELIMINATION OF ADMINISTRATIVE DETAIL)

FBI HANDBOOK

The following should be deleted from Part III,
Chapter 64 (Registration Act), Page 159:

5. Copies of Reports to Bureau - 4
Copies should not be furnished to the USAs
without prior Bureau authority.

The following should be added to Part III,
Chapter 64 (Registration Act), Page 159:

2. Cases are not to be presented to the USAs
or discussed with them nor are copies of
reports to be furnished to them without
prior Bureau authority.

MANUAL OF INSTRUCTIONS

The following should be deleted from Volume III,
Section 84, Page 9:

- G. Copies of Reports to Bureau - 4
Copy should not be furnished to the USAs
prior (to receiving) Bureau authority.
Cases are not to be discussed with USAs
(without) prior Bureau authority.

The following should be added to Volume III,
Section 84, Page 4: and to page 8

5. b. Cases are not to be presented to the
USAs or discussed with them nor are
copies of reports to be furnished to
them without prior Bureau authority.

Manual &
Handbook
Revised
for

1-66-1934

ENCLOSURE

66-2435-2234

2-fad

*Review of Sections of FBI Handbook and
Manual of Instructions Dealing with
Report Writing Regulations and Procedures
(Elimination of Administrative Detail)*

*The following should be deleted from Volume III,
Section 84, Page 6:*

- 10. Report writing
The title should include the name of only one
subject unless the activities of two or more
subjects are completely interrelated.*

*The following should be deleted from Volume III,
Section 84, Page 8:*

- 9. Report writing
The title should include the name of only one
subject unless special reasons exist which
would logically require having more than one
subject.*

Date

February 3, 1959

To:

Director, FBI

Division of Assignment

DALLAS

b6
b7C

SUGGESTION

That consideration be given to excepting ~~closing~~ and ~~RUC~~ reports from the requirement that Agents read and initial their reports within 30 days after report date. Although survey has not been conducted to determine specific percentage, it appears that the corrections effected by such Agent reviews are negligible, while the time required to charge out and refile such reports is a real problem in the Chief Clerk's Office.

Current practice or rule (Include manual citation as well as facts)

MRR-II-4-51 - requires Agents read and initial all reports within 30 days ***

Advantages of suggestion and annual savings (include basis for estimate)

Save material employee time in charging out and returning serials to closed files. Time in checking closed files for charge outs would be materially reduced. No monetary saving.

Disadvantages of suggestion

Only possible disadvantage is that Agent would not have opportunity to point out error which might appear in report and thus avoid non-substantive error charge upon error being discovered by Bureau.

(The use by the United States of my suggestion shall not form the basis for assigning upon the United States)

☐ Mr.

☐ Mrs.

☒ M

Comments of Division Head

[redacted] suggestion has merit in that it would save the CCO considerable time; however, the disadvantage she points out is a serious one. In a small office a
(see next page)

(Do not write in this space - for Bureau use only)

REC-39

66-2435-2239

25 FEB 1959

53 FEB 24 1959

cc-designated

employee pers file

3-18-59

Letter to [redacted]

Letter to [redacted]

COPY FILED IN 14-162

(Recommendations and comments of Division Head - continued)

system could be devised which would allow the agents to initial the report and the CCO would not have the problem of routing and charging out these serials. This could be done by having the stenographer at the time she prepares a report type a note or routing slip to the agent, indicating the file number and the date of the report, and it would be the agent's responsibility to initial the report on his next trip to headquarters, if he were a resident agent, and at the earliest possible date when assigned to headquarters but away from the office on the date the report was sent out.

1 - Training and Inspection Division
1 - Mr. Belmont
1 - Mr. Bland
1 - Mr. Pushing

January 16, 1959

**PROPOSED CHANGES
IN SECTION 87-D,
MANUAL OF INSTRUCTIONS**

The following changes should be made in Section 87-D of the Manual of Instructions:

On page 21b, delete the last sentence, beginning "In these cases and in any other cases...."

At the top of page 23, all information from the sentence beginning "If evidence developed warrants..." through item (h), reading "Exhibit appendix where pertinent," should be deleted. The following should be substituted therefor: "If evidence developed warrants, submit prosecutive summary report of conclusion of investigation following the general outline set forth in Part IV Section 5X, of the FBI Handbook. The witness appendix should reflect for each witness except current informants a brief statement as to background, willingness to testify, and data bearing upon credibility. Current informant should be described as an individual who is currently furnishing information to the FBI. A statement that the informant is not available to testify should not be made."

On page 23, the second sentence under item (5), beginning "For example, members of the Labor Youth League....," and all information following that sentence in this paragraph should be deleted entirely.

The last sentence of paragraph two of item f on page 23, beginning "Utilize classification 100....," should be deleted.

On page 27a, item V should be deleted in its entirety.

NOTE: No Handbook changes necessary. Enclosure to memo to Belmont from Bland dated 1/16/59, same caption, TDR/pmt.

TDR/PDP/pmt
(7)

ENCLOSURE

MAIL ROOM ☐ TELETYPE UNIT ☐

65-2435-2240

Tolson _____
Boardman _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holmes _____

*Proposed Changes in Section 67-D,
Manual of Instructions*

On page 26, item VI should be deleted in its entirety.

On page 26, item (k) I, beginning "Reasonable efforts should be made...", should be amended to read as follows: "Reasonable efforts should be made during the investigation of a security subject to obtain a photograph of the subject through usual sources."

On page 26, item (k) II, beginning "These cases are not to be left in a pending status...", should be deleted.

On page 26, item (k) III should be amended to read as follows: "Cases on Security Index subjects are to be maintained in a pending status until such time as a suitable photograph is obtained unless circumstances dictate otherwise, in which case the Bureau should be advised. Once a photograph has been obtained, continue to be alert for the existence of more recent photographs which may become available."

On page 26, item (c) should be amended to read as follows: "At any time a subject of a Security Index card is found to have changed his residence and/or employment, the case must be opened and assigned for active investigation to locate the subject."

On page 23, paragraphs one and two and items (a) and (b) under (4), headed "Individuals traveling abroad," should be deleted and the following substituted therefor: "When information is received indicating that any individual on whom we have subversive derogatory information has actually made arrangements for travel abroad or has already departed this country for foreign travel, take the following actions:

Proposed Changes in Section 67-D,
Manual of Instructions

*Page 34
1-7-59
frank*

"(a) Immediately submit report or letterhead memorandum for referral to State Department, Central Intelligence Agency and appropriate Legal Attaches setting forth complete available details concerning the foreign travel, i.e. dates of departure and intended return, destination and itinerary, and purpose of trip, as well as information briefly summarizing the subject's subversive activity and setting forth background data, including birth data."

"(b) Notify the Bureau in all instances of information received that an individual intends to travel abroad even though arrangements for such travel may not have been initiated. Thereafter, take appropriate steps to be advised of the subject's proposed travel or actual departure, including verification of such with the Passport Office of the Department of State through the Washington Field Office."

On page 34, paragraph three under item (5) (a), beginning "In those instances of continuing investigations....," should be deleted in its entirety.

On page 35, item V, consisting of two paragraphs, should be deleted in its entirety.

On page 35, continuing to page 36, under the heading "Photographic surveillances," delete in its entirety item III.

On page 36, item II, beginning "Information which is included in reports....," should be deleted in its entirety.

On page 36, item II under the heading "Channelizing information to case files," which continues to page 37 and which begins "When information received from live informants, trash covers....," should be amended to read as follows: "When information received from live informants, trash covers, physical surveillances and

*Proposed Changes in Section 57-D,
Manual of Instructions*

photographic surveillances is channelized to the individual case files, the channelizing memoranda or other documents being placed in the individual files must be documented, show (1) the identity of the source, (2) date of activity, (3) date the information was received, (4) identity of the Agent or Agents receiving the information or who can testify to information, and (5) location of the original exhibit in the office files."

On page 41, item XIV should be deleted in its entirety.

On page 43, item XVI should be deleted in its entirety.

On page 43, item XVIII, lines 10 and 11, reading "...cover letter transmitting the report..." should be amended to read "...cover pages to the report..."

On page 47, line three under item (a), reading "...cover letter transmitting the closing report..." should be amended to read "...cover pages to the closing report..."

On page 51, item (b), beginning "The active Security Index in each field office..." should be amended to read "The active Security Index in each field office is maintained in four sections: Geographical, Alphabetical, Unavailable, and Special Sections. In addition, a complete set of each field office's Security Index is maintained away from headquarters city. This additional set is to be maintained in exactly the same manner as the Geographical Section Security Index breakdown with the Unavailable and Special Sections cards filed in back of the Geographical Section cards."

*Proposed Changes in Section 57-D,
Manual of Instructions*

On page 53, paragraph three, beginning "Security Index cards to be placed....," on line five, the word "two" should be changed to "three." On line seven of this paragraph, the word "one" should be changed to "two."

On page 53, paragraph four, beginning "When a Security Index subject....," lines 11, 12 and 13 should be changed to read "...should be placed on separate cards of similar size and attached to the back of two of the cards. These cards should...."

On page 55, paragraph five, beginning "Security Index cards to be placed....," on line four, the word "two" should be changed to "three" and on line six the word "one" should be changed to "two." The last sentence of this paragraph, beginning "File the duplicate....," should be amended to read "File the third card in the alphabetical section of the Security Index."

On page 55, paragraph six, line 15 should be amended to read "...shall be placed on two of the three cards. These cards shall...."

On page 56, paragraph five under item V, lines eight and nine, beginning "....a memorandum to the Bureau....," should be amended to read "....a letter to the Washington Field Office for a check at her quarters of the...."

On page 58, item (3) (g) should be deleted in its entirety.

On page 58, add the following to item (9) III: "SI-123 should reflect full title."

On page 59, item VI, delete paragraph one and substitute therefor: "The old office of origin will submit current report."

Proposed Changes in Section 57-D,
Manual of Instructions

On page 59, item VII, on line six, the word "memorandum" should be changed to "letter."

On page 60, add the following to item (2) I:
"TF-100 should reflect full title."

On page 60, item (10), beginning "Cancellation and removal of cards....," should be followed by "Your recommendation to cancel subject's name from the Security Index should be accompanied by a current investigative report except in case of death of the subject."

On page 60, item (10) (a), under the heading "Death of subject," on line two, the word "memorandum" should be changed to "letter."

701 On page 65, item (3), headed "Report Writing," consisting of paragraphs (a), (b) and (c), should be deleted. Substitute therefor as item (3) under the heading "Classification of reports" the following: "Refer to Part II, Section 4, Manual of Rules and Regulations, for instructions concerning security classifications of reports involving plants listed in the Department of Defense Civilian List."

On page 65, item (4), on line five the word "memorandum" should be changed to "letter."

On page 65, and continuing to page 66, paragraph three under item (4) should be deleted in its entirety.

On page 66, paragraph three, beginning "Sufficient copies shall be prepared....," should be deleted in its entirety.

On page 66, item (5) (a), beginning "Prepare investigative report....," should be deleted in its entirety.

Proposed Changes in Section 57-D,
Manual of Instructions

On page 60, item VI (B) ~~is~~ should be deleted in its entirety and the following substituted therefor: "Cases involving Ken figures and top functionaries should be maintained in a pending status until such time as suitable photographs of subjects are obtained unless, of course, circumstances dictate to the contrary, in which case the Bureau should be so advised. The fact that handwriting specimens of Ken figures and top functionaries have not been secured should not prevent placing these cases in a pending inactive status when all reasonable efforts have been made to secure them."

On page 60, item VIII (A) ii, reading "Existence of a security index card," should be deleted.

On page 71, item f, delete the heading "Report writing" and substitute therefor the heading "Submission of and General Rules Concerning Security Reports."

On page 71, item f (1) (a) ~~I~~^{II} should be deleted in its entirety and the following substituted therefor: "Refer to instructions dealing with reports in general contained in Sections 40 through 50, Part I, of the FBI Handbook."

Deleted

On page 71, item f (1) (b) I, which continues to page 72, should be deleted in its entirety and the following substituted therefor under the heading "Initial Summary Reports": "Summary reports required on all subjects included in the Security Index. A summary report should be submitted at the time a recommendation is made to place a subject on the Security Index. Submission of summary reports should not be delayed for the purpose of conducting current investigation in previously closed cases but appropriate leads should be set out."

On page 72, item II, paragraph four, the last sentence, beginning "Specific instructions as to the method....," should be deleted.

*Proposed Changes in Section 87-D,
Manual of Instructions*

On page 70, item (3) should be deleted in its entirety.

On page 72, the following should be added at the end of item (4) (a): "...and members of the Nation of Islam."

On page 72, item (5) (c), under the heading "Title," and item (c) appearing at the top of page 73, under the same heading, should be deleted.

On page 73, add the following to item (6) (b): "In any event, if subject is employed in a new facility, add the additional character "Internal Security Act of 1950" if the organizational activity of the subject is of a communist nature."

On page 73, item (7), headed "Synopsis," should be deleted in its entirety.

On page 74, under item (j), the following sentences should be deleted: "Designate case pending inactive by adding asterisk..." and "Status of case shall be reflected in all summary...."

On page 74, under item (9), the heading "Details" should be changed to "Content" and the first paragraph thereunder should be deleted and the following substituted therefor: "In order to insure completeness of investigation, the following items should be considered as pertinent to an investigation and subsequent reporting of such should be handled under topical headings where appropriate."

On page 74, item (9) (a), the first paragraph, as well as the heading "Form," should be deleted.

heading
deleted

On page 75, item III (A) should be changed to read "Determine each statement and ascertain full details surrounding each."

Proposed Changes in Section 87-D,
Manual of Instructions

On page 75, item III (B), beginning "List all statements....," should be changed to "Tabernine all statements...."

On page 75, item IV (D), beginning "Set forth all pertinent....," should be changed to "Tabernine pertinent...."

On page 75, item IV (E), beginning "Set forth details....," should be changed to "Ascertain details...."

On page 75, item VI (A), beginning "List pertinent items....," should be changed to "Consider pertinent items...."

On page 75, item VII (A), under the heading "Physical description," should be deleted in its entirety and the following substituted therefor: "During investigation, you should obtain a complete up-to-date description of subject. When reporting description of subject, the source or sources for such, including personal observation, should be set forth."

On page 75, delete last 3 paragraphs of item (a) which follow VII (A).

On page 75, add as a last sentence to the last paragraph the following: "In this connection, the report must reflect the date information being reported on. Ascertain to receive, and the date or period to which it pertains. For example, John Doe advised on January 15, 1955, that subject obtained Communist Party tickets in January, 1955, in Syracuse, New York."

On page 76, under item II (C), paragraph three, should read: "Lines two, three and four should be changed to '...to be included in the cover page to the report by setting forth the identity of the source or the file number and serial scope....' In the documentation of a summarizing statement, set out the file number and serial scope."

On page 77, items (I) and (J) should be deleted in their entirety.

On page 77, item (10) and all paragraphs thereunder should be deleted.

Proposed Changes in Section 67-B,
General of Instructions

On page 74, all information contained under item (11) (a), headed "General," and under item (11) (a) I, which continues on page 75, should be deleted. The following should be substituted therefor: "All references to the following items, all administrative in nature, should be contained in cover pages ~~to~~ reports:

accompanying

"I. Communist Index, Security Index, file numbers and titles of other cases, priority confederation program, Ben figure or top functionary status, Security Index flash notations (BU-105), Form BU-100 and BU-101, and Bureau instructions for handling cases or any information contained in Bureau or field correspondence which is not investigative in nature."

On page 76, item II should be deleted in its entirety and the following substituted therefor: "Whenever reports relating to Security Index subjects contain data affecting material included on subject's existing Security Index card, the cover pages ~~of~~ the report shall include as the last page Form BU-305, appropriately checked, which form contains items pertaining to the following:

- "(A) That subject is included in the Security Index
- "(B) That data appearing on Security Index card is current or requires change
- "(C) That BU-100 has been submitted to Bureau where Security Index card changes are necessary.
- "(D) That a suitable photograph is or is not available
- "(E) That consideration has been given to the use of 'I' symbols
- "(F) That subject is employed in a new facility and that agencies interested in that facility are notified
- "(G) Reason for classifying report
- "(H) Reason for not reinterviewing subject
- "(I) That subject no longer meets Security Index criteria and a letter has been directed to the Bureau recommending cancellation of the Security Index card
- "(J) That subject's case has been re-evaluated and reasons are set forth as to why subject's activities continue to fall within Security Index criteria
- "(K) That subject's Security Index card is or is not tabbed Patent and that his activities do or do not warrant Patent tabbing."

*Proposed Changes in Section 87-D,
Manual of Instructions*

On page 75, item III should be deleted in its entirety.

79/2 On page 78, under item (b), headed "Documentation of reports," delete the first paragraph beginning "The following instructions apply to both investigative and summary reports..." and substitute therefor the following: "Documentation of reports should be handled in accordance with instructions set forth in Part I, Section 40, FBI Handbook."

On page 78, under "Documentation of reports," delete in its entirety paragraph I, including items (A), (B), (C), (D) and (E).

On page 78a, under item II, delete the first sentence of this item which begins "wherever possible..." and ends "...report to the Bureau."

On page 78a, under item II, the last sentence should be changed to read "If not obtainable, this fact must be indicated in the cover pages to the report to the Bureau."

Accompanying

On page 79, items V and VI should be deleted in their entirety.

On page 79, item VII should be deleted in its entirety and the following substituted therefor: "If it is found desirable to include in a report the identification of individuals who are known communists and have been associates of the subject to lend weight to evidence of the subject's potential dangerousness, only the source of the information reflecting the associate to be a communist need be identified."

On page 79, item VIII should be deleted in its entirety.

*Proposed Changes in Section 87-D,
Manual of Instructions*

On page 20, paragraph three, beginning "The material set out below...", the first line should be changed to read as follows: "The material set out below must be read in conjunction with Part II, Section 5, Manual of Rules and Regulations."

On page 20, under item a (1), the next to the last sentence should be changed to read "Refer to Part II, Section 5, of the Manual of Rules and Regulations."

On page 20, item a (2), the sentence beginning "Dissemination in these cases..." should be deleted. Leave in

On page 22, last paragraph, line four should be changed to read "Such letter should be accompanied by a letterhead memorandum..."

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont *AB*

DATE: January 16, 1959

FROM : Mr. J. F. Bland *JFB*SUBJECT: PROPOSED CHANGES
IN SECTION 87-D,
MANUAL OF INSTRUCTIONS

Tolson	_____
Belmont	_____
Mohr	_____
Nease	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Recent changes in rules dealing with report writing and the incorporation of such into the FBI Handbook and into Part II of the Manual of Rules and Regulations necessitate numerous changes in Section 87-D of the Manual of Instructions. No changes are necessary in the FBI Handbook.

ACTION:

Enclosed are proposed changes which, if approved, should be referred to the Training and Inspection Division for appropriate attention.

Enclosure

- 1 - Training and Inspection Division
- 1 - Mr. Belmont
- 1 - Mr. Bland
- 1 - Mr. Rushing

TDR/pmt
(5) *par*

EX 105

*1 auto copy
2-18-59*

ENCLOSURE

REC-60

66-2435-2240

FEB 17 1959

*1 Encl. to be kept with copy**Manual revised
for*

FEB 19 1959

(1) 66-1934

2-1959

UNRECORDED COPY FILED IN 66-1934

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
 Att'n: Planning Section, Training & Inspection Div'n

DATE: February 16, 1959

FROM : SAC, Philadelphia (66-5410)

SUBJECT: SUGGESTION #889-59
 APPROVAL OF REPORTS BY
 DICTATING AGENT

Original - Training Section

I have reviewed the suggestion referred to above having to do with the requirement that the Agent who dictates an investigative report, initial the original of the cover page to indicate that he has read and approved the report prior to its transmittal, and providing that he is unavailable to do this, the Supervisor approving the report should place a check mark over the reporting agent's name to indicate that he was unavailable to read and approve the report.

While I appreciate the arguments submitted in favor of the adoption of this suggestion, I do not feel that it should be adopted for the following reasons:

- 1: The suggestion would create another administrative detail to be performed by the Supervisor in connection with each report that is handled on the desk and, of course, failure to remember to perform this additional detail would require administrative action in proper cases. This would involve, I believe, more correspondence back and forth between the field and the Bureau and present a correspondence problem which the suggestion seeks to eliminate.
- 2: I do not perceive that there is any substantial problem at the present time which needs to be corrected.
- 3: The adoption of the suggestion would require supervision of this additional administrative step at the Seat of Government, and it is my feeling that the administration of the initialing of reports and approval by the dictating agent should remain in the field.

2 - Bureau
 1 - Phila (66-5410)

CEH:AVM
 (3)

REC-28

2 FEB 17 1959

53 FEB 24 1959

PH 66-5410

- 4: Provision is made in the suggestion for delaying "a few days" in routine cases to accomplish the suggested action. This involves an interpretation of the suggester's "routine" and raises further administrative problems.

There are other objections, but the above are the principal ones.

RECOMMENDATION that the suggestion not be adopted.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen *Rx*

DATE: December 10, 1958

FROM :

SUBJECT: *0* REPORT WRITING REGULATIONS
AND PROCEDURES;
ELIMINATION OF ADMINISTRATIVE DETAIL

Tolson b6
Boardman b7C
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

The various sections of the FBI Handbook and the Manuals pertaining to violations handled by the Accounting and Fraud Section have been reviewed in light of the recent changes which have been made concerning report writing.

Enclosed are suggested revisions made in order to eliminate unnecessary reporting instructions and information concerning the number of copies of reports to be furnished the Bureau, based on the fact that such information is now set out elsewhere in these volumes.

No changes in policy are involved. This is entirely administrative in nature.

RECOMMENDATION:

That this memorandum and the suggested revisions which are enclosed be routed to the Training and Inspection Division for appropriate attention.

1 - Training and Inspection Division

Enclosures

WJH:DC
(6)

REC-28

66-24-5-2242
FEB 18 1959

66 FEB 24 1959

1-66-1934

UNRECORDED COPY

December 12, 1958

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS
PART II, SECTION 9
CHARACTER - COPIES - ABBREVIATIONS

Page 9 of the above-captioned section of the Manual of Rules and Regulations should be changed to add the following statement under column (4), headed "Exceptions," opposite classification 83:

One copy of the closing report reflecting decision of the court of claims should be designated for the original office of origin.

NOTE: See cover memo to Rosen, 12/10/58, WJH:dc.

b6
b7c

Tolson _____
Boardman _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

LHB:bam
(9)

[Handwritten signature]

[Handwritten initials]

66-425-2242

MAIL ROOM ☐

TELETYPE UNIT ☐

ENCLOSURE

12/10/58

RECEIVED ON NOV 11, 1958 OF INSTRUCTIONS
PART II, SECTION 33
FISCAL CLAIM - CIVIL SUIT

Page five of above portion of the Manual of
Instructions should be amended as follows:

1. Index.
2. Index.

LHB:cs
(9)

NOTE: See memo to Rosen 12/10/58 WJH:dc.

b6
b7C

Tolson _____
Boardman _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Clayton _____
Tele. Room _____
Holloman _____
Gandy _____

MAIL ROOM ☐

ENCLOSURE 1

11-211-2242

12/10/53

PROPOSED CHANGE IN
MANUAL OF INSTRUCTIONS

SECTION 42. FEDERAL LENDING AND INSURANCE AGENCIES

G. OFFICE OF RECORDS TO BUREAU DELETE

(see memo to Mr. Rosen 12-10-58 WJH:dc)

b6
b7c

WJH/cs
(8)

Tolson _____
Boardman _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Clayton _____
Tele. Room _____
Holloman _____
Gandy _____

MAIL ROOM ☐

ENCLOSURE

66-24-5-2242

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 2/12/59

FROM: SAC, WFO

ATTENTION: TRAINING AND INSPECTION
DIVISION*INVESTIGATIVE*SUBJECT: REPORT WRITING - ELIMINATION OF
AUXILIARY OFFICE REPORTS

ReBulet 1/29/59.

The proposed draft of instructions enclosed with reBulet has been discussed with the supervisory staff of WFO and by this office's Streamlining Committee. It was generally felt the elimination of auxiliary office reports is a worthwhile endeavor and will result in a more logical, comprehensive presentation of investigative reports.

The above discussions, which were extensive, resulted in the following observations, set forth for the Bureau's consideration in inaugurating the new reporting procedure. The Bureau may desire to pinpoint these problems and issue instructions accordingly.

It has been noted there is an increasing frequency of instances where an auxiliary office will submit a status of investigation communication to the Bureau and office of origin, followed at a later date by a report. The delay in some instances in submitting a report has been as much as 45 days. Should this practice continue it would necessarily delay preparation of reports by the office of origin. The Bureau should consider issuing instructions that auxiliary offices submit inserts promptly.

It is felt in the preparation of inserts, auxiliary offices should include in the cover communication transmitting same, a synopsis of the enclosed material. This will greatly facilitate supervisory handling of the over-all investigation. The material contained in the insert should be arranged so it may easily be incorporated in the office of origin report according to subject matter and/or chronological sequence. This will preserve continuity and make easier the comprehensive reading of reports.

② - Bureau
1 - WFO
RTF:cpn
(3)

REC-75

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EX. - 133

FEB 13 1959

53 FEB 24 1959

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
Attention: Training & Inspection Division

DATE: 2/12/59

FROM : SAC, Baltimore

INVESTIGATIVE

SUBJECT: REPORT WRITING - ELIMINATION
OF AUXILIARY OFFICE REPORTS

Reference is made to Bulet dated 1/29/59, together with enclosure, the subject matter of which has been called to the attention of all supervisory personnel in the Baltimore Division. Every member of the supervisory staff concurs heartily with the general application of the rule set out in the enclosed draft of proposed instructions. However, various comments have been made which I believe would be of value in considering this proposed instruction, which are being set out hereinafter.

The original SF-64 and FD-302 should be kept in the office where the reporting agent is assigned. Each office will need at least one copy of the SF-64 or FD-302 and by keeping the original the auxiliary office could use it as its copy. (Some offices at present are forwarding the original FD-302 or SF-64 to the Baltimore Office.)

The transmittal communication should indicate a status.

The OO file number as well as the transmitting office's file number should appear on each insert SF-64 or FD-302 since it would assist in identifying material becoming detached in the auxiliary office.

The transmittal communication should indicate any stops which have been placed.

All fugitive credit to be given by the Bureau to the apprehending or locating office on the teletype or airtel to the Bureau notifying it of the fugitive's location.

Caution statement regarding armed and dangerous, etc., be omitted on the transmittal communication unless a copy is going to an auxiliary office which has not received prior communication. (It has now reached the point where all offices are putting caution statement on all communications.)

2 - Bureau
 1 - Baltimore
 153 FEB 19 1959

JJK:lw
 (3)

REC-75

133

FEB 20 1959

66-2435-2244
cc detached
Lo. D. Egan
TWP

BA
L/Dir. 2/12/59
RE: REPORT WRITING - ELIMINATION
OF AUXILIARY OFFICE REPORTS

If auxiliary reports eliminated, will greatly increase number of inserts where number of copies not known. Would result in sizeable waste because usually ten copies would be more than necessary. Suggested remedy - origin should be alert to make needs known wherever possible. If not otherwise stated, auxiliary office should assume none will be needed in addition to those needed for "C" report.

In waiting for auxiliary office reports, presumably many investigation efforts will no longer be pertinent when origin gets around to submitting a report. Accordingly, suggest origin be allowed discretion in summarizing investigation which is no longer pertinent, important or of value when report submitted by origin. A very brief outline of the deleted matter could be placed on the cover page by office of origin for Bureau's guidance.

With origin waiting for auxiliary offices, it would appear that dates shown in report's "investigative period" would have little significance under current rule to show only period of the reporting office. Suggest change to include dates investigation conducted by all offices whose efforts are being reported.

Suggest use of form to transmit inserts to OO. The present FD-263 or one similar to it classifies administrative information, makes it easy to find and handle by CCO; for example, posting status. Clerks know that all report forms have to be posted, which is not true of all letters, etc. Status is on first page, doesn't have to be looked for and requires no special circling by supervisor.

In a substantial number of cases, all or practically all of the investigation is actually done by an auxiliary office, which fact may not be obvious to the Bureau. Origin should be encouraged to advise Bureau and instruct auxiliary offices to submit reports where logical, UACB. Also instances arise where for some reason, as where prosecution imminent, a report should be disseminated in a relatively short time. Here also a report by an auxiliary office would be logical and field should be encouraged to do so on UACB basis.

Security organizational reports submitted by auxiliary offices should continue for the following reasons: (As an alternative, Bureau could designate each current auxiliary office as

BA
L/Dir. 2/12/59
RE: REPORT WRITING - ELIMINATION
OF AUXILIARY OFFICE REPORTS

office of origin for the organizational activities within its territory to conform with the proposed changes as outlined in relet).

Illustration: In the investigation of the Nation of Islam (NOI) (Organization) Chicago is office of origin since NOI national headquarters are located in that city. Baltimore as an auxiliary office submits a report periodically reflecting NOI activities within its territory. Copies of BA report are furnished locally to [redacted] since the local units of these agencies are interested in NOI activities in Baltimore. Under the proposed Bureau instructions, BA will submit insert to CG which office will have to designate copies of the complete report for all local units of [redacted] throughout the U. S. which are interested in NOI activities.

b7E

Auxiliary offices should continue to submit security organizational reports to avoid disseminating to outside agencies lengthy reports in which they are interested in only a small part of the report pertaining to the subversive activities within their own territory. This information and this information alone is presently being disseminated to local outside agencies by reports from auxiliary offices.

Preparing one organizational report by the office of origin will necessitate making numerous copies to provide for complete dissemination, thereby consuming more paper and reproduction time than is used under the present system of reports by auxiliary offices.

Auxiliary offices should continue to submit reports in extensive criminal matters covering numerous divisions in those instances where the USA has declined. This will eliminate the possible criticism from USA that it is necessary for him to read and file lengthy reports in which he is interested only in that part of the report pertaining to activities within his division and the confirmation of his opinion.

The instructions as set forth in relet are not flexible enough to permit the auxiliary office to use its own discretion. in those instances wherein good judgment and common sense would dictate that an auxiliary should submit a report.

BA

L/Dir. 2/12/59

Re: REPORT WRITING - ELIMINATION
OF AUXILIARY OFFICE REPORTS

The suggestion has been made that all inserts for office of origin be typed on stencils to avoid duplication of typing. It is recognized that stencils are expensive, however it is believed that a time study of cost factors might show that the overall cost of preparing stencils would be less expensive than preparing and correcting, where necessary, ten copies of inserts. If the office of origin is able to definitely instruct auxiliary offices as to the number of copies of inserts needed, considerable waste might be eliminated.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: February 12, 1959

FROM : SAC, CHICAGO

ATTENTION: TRAINING AND INSPECTION DIVISIONSUBJECT: REPORT WRITING - ELIMINATION
OF AUXILIARY OFFICE REPORTS

Rebulet to Baltimore dated 1/29/59 requesting comments, suggestions or recommendations concerning the proposed change in the report writing system.

OBSERVATION

The Chicago office realizes the need for streamlining and is heartily in favor of it. Anything which can be done to lessen administrative work on the part of agent and supervisory personnel is helpful as it, thus, correspondingly frees these men for their primary task--conducting investigations.

Chicago recognizes that there is considerable merit in the proposed system but feels it should not be adopted for reasons set out below.

In arriving at this decision, considerable thought has been given to the proposal by supervisory personnel of the Chicago Division, agent and clerical.

RECOMMENDATION

It is recommended that the proposed elimination of auxiliary office reports not be adopted.

BASIS FOR RECOMMENDATION

It appears that the primary advantage of the proposed system is an elimination of duplication of stenographic work in the office of origin and, on the face of it, the proposed system should mean a reduction in stenographic time field wide of about 50%.

This objective could be achieved if auxiliary offices knew the number of copies that would be required by the office of origin for its report. However, this is not true as there is complete ignorance on the part of the auxiliary office as

② - Bureau
1 - Chicago
EEB:LMA
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53 FEB 24 1959

REC-75

EX-133

FEB 20 1959

Director, FBI

to what the copies requirement will be. On February 5, 1959, a survey of outgoing mail of the Chicago Division reflected that 66 reports were prepared. Of them, 52 were prepared on tissue and 14 on multilith, thus a total of 21% of the reports submitted on that date would require more than one run by the Chicago stenographers or the preparation of a multilith. If a multilith were prepared and numerous copies run off by Chicago in those instances where it is an auxiliary office, there would still be no assurance that sufficient copies would be run off to meet the requirements of the office of origin, or we would be faced with the preparation of useless pages which would ultimately have to be destroyed.

On February 6, 1959, the survey reflected that there were a total of 51 reports submitted by Chicago, of which 46 were prepared on tissue and 5 on multilith, or 9% on duplicating equipment. However, the 46 tissue reports contained a total of 295 pages, whereas the 5 multilith reports contained a total of 91 pages. Thus, while the multilith reports accounted for only about 9% of the reports submitted, page wise multilith reports accounted for 23.5% of the reports submitted.

On February 9, 1959, 23 tissue reports were prepared and 13 multilith reports were prepared, or 36% of the reports submitted on that date required duplicating equipment. Page wise, on February 9, 1959, the 23 reports totaled 107 pages, and the multilith reports totaled 162 pages, or 60% of the pages submitted on February 9, 1959, required duplicating equipment.

While such a short survey cannot be considered by any means exhaustive, it would appear that under the proposed system rather than roughly a 50% field-wide saving of stenographic time, the proposed system would result in roughly a 50% increase of stenographic time for the preparation of reports.

Consideration has been given to recommending that this objection be circumvented and the objective of the proposed system be attained by requiring the auxiliary offices to prepare their inserts, FD-302's and SF-64's on multilith or stencils and submit them to the office of origin prior to their being run off in order that the office of origin can determine the proper number of copies and have them run off. However, if such a system were adopted it would pose serious problems with respect to the proper handling of FD-302's and SF-64's as there

Director, FBI

would then be no original in the auxiliary office for the reporting agent to approve.

In addition, if such an instruction were issued it would be necessary for the Bureau to standardize its duplicating equipment in all field divisions. For example, the Chicago Division does its duplicating on multilith and has no mimeograph equipment. In the Philadelphia Division their duplicating equipment is mimeograph and, therefore, stencils would be required. Stencils received from Philadelphia by Chicago, however, would be useless to the Chicago Division and in order to alleviate this situation it would be necessary for the Bureau to standardize its duplicating equipment throughout the field. It is not believed such standardization should be achieved for the purpose of implementing the proposed system because of other inherent disadvantages to the system mentioned hereafter.

A second and, in the view of this office, equally serious disadvantage to the proposed system is the added emphasis on the responsibility of the office of origin. In many respects, of course, this is not new; however, the proposed instructions, for example, specifically state, "It is absolutely imperative that established deadlines for covering leads and reporting results are adhered to." This would pose problems in fugitive cases alone because of the 15 and 30 day deadline rule in covering leads. In order for the office of origin to insure the lead had been covered within the required period it would be necessary for every office to know the location of every Resident Agency of all the offices.

In addition, it appears that an inherent basic policy would also be posed in cases where the office of origin detects an apparent failure to comply with regulations in that the office of origin would be dealing with auxiliary offices on potential disciplinary matters without the knowledge or control of the Bureau. It is the feeling of this office that as a fundamental proposition the SAC of one office should not be initiating what may be a disciplinary matter in the office of another SAC without Bureau control.

In security cases, the proposed system would present tremendous problems in the dissemination of information received from informants and sources. For example, if an informant attended a meeting attended by 10 individuals from other field

Director, FBI

divisions, the office handling the informant would then find it necessary to prepare a channelizing memorandum containing information concerning the meeting, and in addition ten separate inserts, one each for each out-of-town visitor. The agent handling the informant would thus be compelled to dictate 11 separate documents to report one such meeting and cases of this type are by no means uncommon.

The proposed system, with respect to security cases, would, in our view, result in sloppy looking reports. Under existing rules, various activities of subjects are broken down under captions appropriate to the particular organization in which the subject is active. Because of this rule, and because subjects are normally active in more than one front organization, the inserts in most cases would consist of only a few lines with the result that a great many pages would be virtually blank.

Again with respect to security cases, auxiliary offices frequently obtain information of importance to the office of origin and in compliance with the spirit of the proposed system logically all of this material should go into inserts prepared by the auxiliary office. On many occasions, however, a great deal of this information would be of no interest to the office of origin, and in many instances it would be necessary to delete portions of inserts received as being non-pertinent insofar as the national, over-all picture is concerned.

In security reports involving organizations, it would appear necessary under the proposed system to issue supplemental instructions to auxiliary offices that their inserts, FD-302's and SF-64's must be prepared on stencils or multiliths. This would be necessary because apparently the office of origin, under the proposed system, would then be responsible for dissemination to local intelligence agencies across the United States, which was formerly handled by auxiliary offices. This, in turn, would require the compilation of a master list of intelligence agencies, together with their addresses, throughout the United States, and it would be necessary to keep the list current and up to date. Comments regarding the requirement that such stencils or multilith be prepared have been set out above, together with the reasons why such a requirement is not believed feasible.

Director, FBI

The proposed system would pose problems in many anti-trust cases. At present, many anti-trust cases are coordinated and prosecuted by the various Regional Anti-Trust Offices rather than by the Anti-Trust Division at headquarters in Washington, D. C. In these cases the request for investigation and problems arising therefrom are handled by the Regional Anti-Trust Offices. These offices do not conform in any way to the present FBI field office territories. For example, the Midwest Office of the Anti-Trust Division covers an area from Canada to Texas and as far West as the Rocky Mountains. Numerous Bureau field divisions are located in this area. Where a Regional Anti-Trust Office is assigned to a case and FBI investigation is desired, normally the Bureau designates the office covering the city wherein the Regional Anti-Trust Office is located as office of origin. Thus, liaison with respect to the case, discussion of problems arising and obtaining answers and comment is relayed by the office of origin to the various auxiliary offices actually conducting investigation. The proposed system of reporting would place a tremendous burden on offices where Regional Anti-Trust Offices are located inasmuch as in many of these cases the office of origin actually has no investigation whatever to conduct, and it would appear to be desirable for the auxiliary office having conducted the required file reviews, interviews, location and assembly of bulky exhibits with the resultant first-hand knowledge of the case to prepare the report as it is in the best position to properly prepare it.

The question of prompt dissemination of information, particularly to United States Attorneys, is also implicit in the proposed system. Under the proposal, an auxiliary office would contact a United States Attorney in its territory and submit pages to the office of origin, which would ultimately prepare a report with a copy for the interested United States Attorney. This appears entirely inconsistent with the Bureau's present policy of submitting reports to United States Attorneys as promptly as possible.

It is the opinion of this office that the proposed system, if adopted, would ultimately result in many future file review problems. The auxiliary offices would have no summarization as they would have no synopsis. Descriptions could not be readily located for the purpose of making an identification or an elimination of a reference. Problems of indexing would be multiplied.

Director, FBI

From the standpoint of the Chief Clerks Office, it is believed that any advantage which would accrue to the stenographers under the proposed system would be almost completely offset by increased problems in the Chief Clerks Office. Our present method of serializing and indexing is based on the serial number of our various communications. Under the proposed system, it would often be necessary to charge out material by description rather than by serial number. The possibility of duplicate serialization is aggravated. Descriptive charge outs are not precise and are time consuming on the part of the clerks. An improperly described charge out will, in turn, lead to a increase in the number of missing documents, or certainly in the possibility of having missing documents. It is basic that the proposal envisions extra copies of unneeded pages be destroyed and, from the standpoint of missing documents, the more we have agent and/or clerical personnel destroying material, the greater the danger of loss. It is felt that if the proposal is adopted a great deal of additional policy must be formulated and set out as to the proper method of charging out and handling material in the office of origin.

Finally, as a practical matter, the agent supervisors here are strongly of the opinion that in a fast moving case they would be in an untenable position, from a supervisory standpoint, inasmuch as they could not obtain an intelligent, over-all view of the situation until a report is submitted. From a theoretical standpoint, this probably is not true, but it is the consensus of agent supervisors that from a practical standpoint this would be a grave risk inherent in the proposed system.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
Attn: Training and Inspection Division

DATE: 2/12/59

FROM : SAC, Jacksonville (66-65)

SUBJECT: REPORT WRITING - ELIMINATION
OF AUXILIARY OFFICE REPORTS

ReBulet 1/29/59.

I have carefully reviewed the Bureau's draft of proposed instructions designed to effect certain changes in report writing policy and procedures, and have consulted those personnel in the Jacksonville Office who will have the daily responsibility of applying the proposed policy and procedures. We believe these proposals have considerable merit and will tend to bring about considerable economy in the Bureau report writing procedures. They will definitely place the primary responsibility of supervising cases on the shoulders of the office of origin where I believe the responsibility properly belongs and will enable the Seat of Government to concentrate on broader problems of policy, programs, and procedures.

The following comments are being submitted for the Bureau's consideration:

1. It is suggested that auxiliary offices furnish the office of origin with a suggested synopsis of investigation being submitted, particularly in cases involving extensive investigation such as car ring and master check cases, etc.

2. From a paper management standpoint, the office of origin should be required to advise auxiliary offices by routing slip of the number of copies needed for reports in particular cases. This would eliminate retyping or reproducing more copies when more than the usual nine copies ordinarily submitted are needed for the final report.

3. The 45 day deadline for report writing as it now exists will create a problem for the office of origin since heretofore each office had 45 days to submit reports. It is believed that the 45 day deadline should remain for the auxiliary offices, but the Bureau should consider an additional period for the office of origin to prepare a final report.

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It is further suggested that the Bureau consider in many instances that even the office of origin should not submit a final report but should retain all submissions by auxiliary offices when prosecution is not contemplated. It is felt we often flood United States Attorneys with reports which are never used since prosecution does not materialize. Consideration should be given to the submission of reports therefore by offices of origin only when prosecution is to be had.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI Att'n: Training and DATE: 2/11/59
Inspection Division

FROM ~~SAC~~ SAC, Los Angeles

SUBJECT: REPORT WRITING
ELIMINATION OF AUXILIARY OFFICE REPORTS

Reference is made to Bulet of 1/29/59 captioned as above wherein the Bureau enclosed a draft of proposed instructions designed to effect certain changes in report writing policies and procedures and requesting comments from the Los Angeles Office.

I have discussed the proposed instructions with my supervisors, Stenographic Supervisor, Chief Clerk, and other appropriate personnel and have solicited comments from each of them relative to the proposal. Generally, it is felt the elimination of auxiliary office reports is an excellent suggestion, and it is my recommendation that the instructions as outlined be effected.

I would like to point out to the Bureau respectfully certain suggestions and comments which might be made to embellish upon the instructions in order to eliminate certain interpretations by the Field which might arise and to suggest a few changes and exceptions.

The use of inserts in espionage cases appears to be practical, and it is felt that the use of inserts in the elimination of auxiliary office reports in security matter cases will be workable. However, it is pointed out that the Bureau may desire to make an exception to the general rule so that in organizational reports of a security nature auxiliary offices will be allowed to write reports. I have in mind the "Nation of Islam", in which Chicago is the office of origin, mainly because the headquarters for this cult are in Chicago. However, each temple which is formed in the various offices is almost a separate entity and the Bureau might want to consider having each office to write a report wherein a temple is located rather than having one report emanate from Chicago as the office of origin. The Bureau may also want to consider the possibility

2 - Bureau (AIR MAIL) :
1 - Los Angeles

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of having each office wherein a temple is located to be origin and the Chicago Office be furnished copies of reports inasmuch as headquarters are there and the investigation pertaining to over-all policy of the cult be coordinated by that office.

It is also pointed out to the Bureau that in organizational reports of a security nature the reports are disseminated to local agencies such as OSI, ONI, G-2, and these Agencies are interested only in the activities of the organization within the confines of a particular Field Division. If reports are not submitted by the auxiliary offices and dissemination is made by the office of origin on a local as well as a national level, when a report is submitted, the local office of the military agencies will receive information emanating from other parts of the country which would be of little interest to them.

At the present time the Manual of Rules and Regulations as well as the FBI Handbook state that negative information in certain classifications can be submitted by letter or other communication in lieu of report. While the first paragraph on page 2 of the instructions could be interpreted to mean that negative letters can still be submitted, it is suggested that possibly the Bureau may want to consider rewording the first paragraph of page 2 in order to more clearly set forth the fact that an auxiliary office can refer upon completion to the office of origin by letter the results of negative investigation which can be summarized in the report by the office of origin rather than having to send inserts reflecting the entire negative investigation.

It is also respectfully pointed out in certain accounting type cases that are quite involved and whereby auxiliary office has quite a bit of accounting work to do it might not entail any savings to have an auxiliary office submit inserts. By that I mean that the Agents' time so far as preparing synopsis and correlating the inserts submitted by auxiliary offices would be more than the time saved by the submission of inserts.

While the instructions do set forth the fact in criminal cases that both a synopsis and details must reflect the field office to be credited with any statistical accomplishments contained in the report there is some possibility of a delay in having these statistical accomplishments credited to a particular office. It is also pointed out that by putting such information in the synopsis and details the Bureau is disseminating to other governmental agencies, such as United

States Attorney, some of its administrative procedures. Such a disclosure might lead to some unjustified criticism of the Bureau for its statistical accomplishments. It is suggested that in the cover page (FD-263) it be clearly set forth that a particular office is to be given certain statistical credit. Instructions might be issued for all auxiliary offices to point out to the office of origin the statistical accomplishments contained in the inserts to be sure office of origin does not overlook crediting these statistics to a particular office. By putting statistics and offices to which they are to be credited on the cover page, other governmental agencies will not become aware or cognizant of our statistical accomplishments.

One of the comments which I have received in regard to this new procedure was that there might possibly be some delay in setting out certain leads. The example given was that the office of origin being in the best position to know what leads have been covered and to direct, develop, and supervise the investigation might see a lead which was not apparent to the auxiliary office in the auxiliary office's inserts which lead would not have been set out until the report is written. I feel these cases would be exceptionally rare but the Bureau may want to consider inserting in the last paragraph explicit instructions that the office of origin should review the inserts submitted by the auxiliary offices to be sure that all leads apparent therefrom are set out immediately so as to avoid any undue delay.

I do not feel that the elimination of auxiliary office reports will place any undue burden on the CCO since it will be the primary responsibility of the Agent to whom the case is assigned to care for, correlate, and coordinate the inserts as they come in to the field office. In fact, the elimination of auxiliary office reports should cut down on the burden in the CCO by curtailing the number of items to be serialized and charged out.

There, of course, will be some instances whereby 10 copies of the inserts will not be sufficient inasmuch as the office of origin will need more than 10 copies in preparing its report and there will be some retyping of the inserts by the office of origin. However, this procedure will not affect a large majority of cases but probably will only affect a small percentage.

The new system will undoubtedly in some cases

produce an added burden to the stenographic and typing pool. It will be necessary to advise the United States Attorney in auxiliary offices, particularly where arrests are made, of a summary of the facts developed in order for him to have adequate information to discharge his responsibilities. This may entail some duplicate typing since ordinarily a report would be submitted but to avoid delay created by sending inserts to office of origin and having it prepare report and sending carbon copy to USA in auxiliary territory a letter is sent directly to the USA outlining facts as obtained. On the other hand this may speed up getting information to the United States Attorney.

The above represent my thoughts and views on this proposal, and as stated above, it is my recommendation that the proposal be adopted.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 2/12/59

FROM : *J* SAC, MemphisSUBJECT: REPORT WRITING - ELIMINATION OF
AUXILIARY OFFICE REPORTSATT'N: TRAINING & INSPECTION

Rebulet and enclosures to Baltimore dated 1/29/59.

Proposed instructions captioned matter will undoubtedly effect material economy and streamlining at SOG, particularly with the elimination of large volume of investigative reports now being submitted by auxiliary offices. Saving of physical file space and both clerical and supervisory time at SOG is obvious. The program appears to have basic merit and does quite properly emphasize the placing of more complete primary supervising responsibility upon the office of origin. This increased responsibility will in turn require proportionate increase in supervisory, clerical, agent and administrative operations in the field. These latter factors, I am sure, are being considered by the Bureau. Therefore, the following observations and suggestions concerning some of such problems are set forth below for consideration in instituting this program.

- (1) Submission of Synopsis, Period of Investigation, etc., by Auxiliary Office to Office of Origin

In addition to inserts, suggest that auxiliary offices submit in the cover medium to office of origin a formal synopsis covering contents of the various inserts being submitted; likewise, to submit in same medium period of investigation, etc. Believe this will insure maximum accuracy and high quality of synopsis, etc. While it is true that investigative Agent in origin will review the inserts received and could thereafter prepare synopsis summarizing contents, it is believed that original synopses prepared by actual investigative Agents are generally of higher quality than second-hand synopses prepared by Agent in origin. Procedure would provide double check. Office of origin need not be bound to accept synopses verbatim but could utilize same as suggested synopses.

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2/12/59

(2) Suggest New Form Transmittal Letter
Covering Inserts From Auxiliary Office
to Origin

While undesirability of additional forms appreciated, believe such form of distinctive color would insure better uniformity and maximum accuracy, and would tend to formalize transmission of inserts to origin. Such transmittal form to be organized to provide headings and space for administrative procedures now included in toto on Forms FD 263 and FD 204. Transmittal form in addition to title, character, etc., would provide space for reference, period of investigation, synopsis, number of copies of inserts, description of inserts, enclosures, undeveloped leads, and a final general heading of "Administrative" to provide for various possible administrative data required by circumstances each case. Such form would, I believe, be of great help to both auxiliary office and office of origin.

(3) Inserts

Suggest Bureau re-emphasize that under this system there are actually four general types of completed inserts to be transmitted as follows:

FD 302
SF 64
Narrative inserts
Administrative inserts

Narrative inserts are those which contain investigative results other than appearing on SF 64's and FD 302's which are to be eventually physically incorporated into the details of an investigative report by the office of origin.

Administrative inserts are those which reflect investigation, pertinent informational data, etc. which, because of its nature, is not to be included in the details of an investigative report but is to be included by the office of origin in the cover pages submitted in connection with its investigative report. In a number of cases, such administrative data can be quite lengthy and occasionally far exceed length of the investigative inserts which appear in the details of the report. Thus, when applicable, the submission of administrative inserts to the office of origin will provide for their subsequent physical

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inclusion in the cover section of its report without retyping.

In connection with handling of inserts, it is to be noted that the new procedure will result in the office of origin handling larger number of inserts in suspension pending preparation of investigative report. In addition to maintaining inserts being submitted by own investigative Agents, there will be additional inserts received from auxiliary offices rather than receiving auxiliary reports which can be immediately placed permanently in case file. This will result in increased physical size of files and require additional clerical time in handling such inserts within office of origin until investigative report actually submitted.

(4) Increase of Stenographic Load
in Field

Program will likely increase stenographic burden in offices of origin and to lesser extent in auxiliary offices. Anticipate many instances wherein auxiliary offices will not furnish sufficient copies of inserts to origin for subsequent inclusion in investigative report. Unless otherwise cognizant, auxiliary offices will probably submit ten copies of each insert. Subsequent developments in origin may require more than ten copies of next investigative report. There being insufficient copies of such inserts, stenographers in origin will have to retype all material in all inserts from all auxiliary offices. Heretofore, all auxiliary offices having submitted investigative reports with copies as currently required, this problem does not arise.

In many instances, such inserts from various auxiliary offices may well total many pages of duplicate typing by stenos in office of origin. Alternative would be greatly increased use of reproduction equipment to obtain necessary additional copies, with result of increased clerical time and possibly larger types reproduction equipment.

Additional stenographic time in auxiliary offices may likewise be required. Particularly true where venue in auxiliary office requires presentation U. S. Attorney, and in keeping with policy, office must confirm decision of U. S. Attorney to him in writing immediately. If report not immediately

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prepared, a confirming letter is to be submitted to U. S. Attorney. Under new procedure, a confirming letter will be mandatory by auxiliary offices to U. S. Attorney in every instance inasmuch as auxiliary office cannot submit investigative report immediately with copy to U. S. Attorney. Under present procedure, in many instances immediate submission of investigative report eliminates necessity of interim confirming letter to U. S. Attorney.

(5) U. S. Attorneys - Auxiliary Offices

When venue lies in auxiliary office, presentment to U. S. Attorney is required and U. S. Attorney may either decline or authorize prosecution. If prosecution declined, immediate confirming letter by auxiliary office is required as above. Upon receiving data from auxiliary office, office of origin will eventually prepare investigative report. Questions: Should origin designate one copy its report for U. S. Attorney in auxiliary office? If so, should origin designate additional copy of report for files of auxiliary office? If case has been RUC'd previously by transmittal of inserts to origin, the receipt of subsequent informational copy of report from origin will require additional clerical time in searching, matching, serializing, and filing of report.

If U. S. Attorney in auxiliary office authorizes prosecution, auxiliary office becomes office of prosecution and case will remain pending and office of origin will automatically designate copies of pertinent subsequent reports for auxiliary office of prosecution and its U. S. Attorney. During interim between reports by origin, the auxiliary office may not be in possession of inserts reflecting current investigations and would not be in position to answer current inquiries from its U. S. Attorney. If to offset this, office of prosecution was to receive copy every insert sent to origin, there would be additional clerical, Agent and supervisory time in handling such copies of inserts which will later be duplicated in subsequent reports received by auxiliary office from office of origin.

Suggestion: In view above, Bureau may desire to consider permitting auxiliary office, where prosecution has been authorized, to also submit pending reports with copies to Bureau.

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(6) Parole Reports, Disposition Sheets,
Pleas Under Rule 20

Presume auxiliary office, where office of prosecution, would submit parole reports when required, likewise disposition sheets, probation flash letters, etc. As set forth item above, where auxiliary office obtains conviction as office of prosecution under Rule 20 or otherwise, it may be desirable and in the long range economical to permit auxiliary office of prosecution to submit investigative report reflecting results of prosecution.

(7) Statistics

Since origin reports in both synopsis and details are to clearly reflect field office to be credited with statistical accomplishments, there may be an appreciably longer lag in crediting such statistics at SOG. Thus, with longer lapse, the recorded statistical accomplishments for field may not clearly reflect the current statistical picture. This could be alleviated with regard to fugitives by recording fugitive apprehensions on basis of apprehending office's communication to Bureau in all type fugitive cases as is now done with FD 220 re Deserters.

(8) Reporting Laboratory Examinations
and Identification Records

Presume that office of origin will now report captioned items in next report after receipt of data from Bureau, and that auxiliary offices merely receive and file copies of such items where no subsequent investigations required.

(9) Office of Origin Handling of Cover
Medium and Inserts From Auxiliary Offices

Minor administrative question arises re this matter. On receipt such material, does origin serialize and file cover medium and keep all of the attached inserts separate as inserts to be later incorporated into an investigative report, or does origin file and serialize one copy of each insert adjacent to cover medium and retain balance for inclusion in subsequent report? In latter instance, there would be one less copy of insert available for incorporation into report, and also there

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would be duplication in filing and serializing in that the subsequent investigative report, copy of which is retained by origin, would include identical inserts to copy previously serialized with cover medium.

In the first instance where cover medium is filed alone and all inserts are used in subsequent report, an increased supervisory problem is indicated in identifying and insuring that the inserts received with the cover medium have been properly incorporated into the subsequent report.

(10) Auxiliary Office Cover Medium to Include
any Required Administrative Explanations

It should be emphasized that where auxiliary office incurs administrative delinquency, necessary explanation of same be clearly and fully set forth in its cover medium to origin to insure data is included in administrative pages subsequent report by origin. This would include missing of 15 or 30-day fugitive deadlines, etc.

(11) 30-Day Lapse Between Last Investigative
Period and Date of Report

New procedure may increase instances this type. At present, reporting office does not usually include in period of investigation investigative dates by auxiliary offices submitting inserts which are contained in report. Possibly this may be changed to provide for inclusion such dates in period of report. Even if changed, there will probably be increased instances of 30-day lapses. Example: Origin completes all immediate investigation and sends lead to auxiliary office. Auxiliary office covers and possibly because of various factors may take two or three weeks to submit insert to origin. Therefore, on receipt of insert origin may have only week or ten days in which to get out report without 30-day lapse occurring. Thus, fixing of responsibility for lapse will often involve two or more offices.

(12) Security Matters

Presume new procedure will generally apply to security as well as to criminal and applicant-type matters. There appears to be no reason why security cases involving individuals cannot

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be included in program. However, security cases involving organizations may provide increased instances wherein Bureau will waive procedure and permit submission of investigative reports by auxiliary offices.

* * * * *

As I stated originally, the new procedure has definite merit in the over-all economy and streamlining benefits at the Bureau. It does properly increase supervisory responsibility in the field. However, as indicated in the foregoing certain field problems are bound to arise. I believe the more troublesome problems will involve the definite increase in stenographic burden in the field, and in many field offices such as Memphis, where the steno pool is operating at capacity production, the increased typing may become the paramount factor in typing delinquencies.

The program will likewise require even more careful desk supervision in the field, and because of the problem of physically handling and maintaining inserts from auxiliary offices prior to incorporating into reports, more time will be required to insure the high quality supervision which is traditional with the Bureau.

With regard to investigative Agent personnel, the program does quite properly place primary supervisory responsibility upon the individual investigative Agent. It likewise properly places responsibility upon him for the proper preparation of investigative reports in the cases wherein his office is origin. This appears to present no particular problem with regard to investigative Agents operating in headquarters cities where files, inserts, etc. are immediately available and where Agents have opportunity to proofread and approve completed reports before reports leave office. In offices having large number Resident Agents such as Memphis, wherein 50% of personnel are in Resident Agencies, the program will require considerably more correspondence between headquarters and Resident Agent and considerably more time by the Resident Agent correlating, assembling, and preparing investigative reports based upon numerous inserts from numerous auxiliary offices which are mailed to him from headquarters city.

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In over-all, I believe the program has basic merit and warrants at least a trial period. Certain problems, some of which may have been indicated above, will inevitably arise but I believe that if the above items are considered and clarified by the Bureau at the time of issuance of new instructions, the field will be in position to more quickly, completely, and efficiently put the new provisions into effect.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 2/13/59

FROM : SAC, Minneapolis

*INVESTIGATIVE*SUBJECT: REPORT WRITING - ELIMINATION
OF AUXILIARY OFFICE REPORTS

ReBulet to Baltimore 1/29/59, cc Minneapolis.

It is recognized that it may be possible to streamline the present reporting system. However, there are many problems concerning the suggestion of submitting inserts as outlined in referenced letter which may make it undesirable to adopt the suggestion. There will be few instances in which the correct number of copies will be known to the office of origin when inserts are prepared, and as a result it will be necessary to have the insert retyped by office of origin.

I am sure the Bureau has considered such things as prosecution being authorized in more than one district, office of origin in one district, and office of prosecution in another, the development of information by an auxiliary office requiring dissemination etc. Consideration may be given to allowing the office of origin to report a summary type report of investigation conducted. However, there would be apparent disadvantages to this suggestion.

I regret that I am unable to furnish a substitute suggestion, but I do not believe that the adoption of inserts by an auxiliary office will be the answer to the Bureau's problems. I do suggest, however, that copies of reports in any investigation, purely negative in nature, need not be sent to the Bureau.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
 Attention: Training and Inspection Division

FROM : SAC, NEW YORK

SUBJECT: INVEST.
 REPORT WRITING--ELIMINATION
 OF AUXILIARY OFFICE REPORTS

DATE: 2/12/59

Rebulet January 29, 1959, in which the Bureau requested the observations of the New York Office relative to a proposed plan of discontinuing report writing in auxiliary offices.

The various supervisory personnel of the New York Office have been consulted in this matter and it is their opinion that the suggested change should not be placed into effect. An analysis of what would result from the suggestion reflects the following disadvantages:

1. It would result in an increase in the delinquency of the office of origin inasmuch as it would be necessary for agents to hold investigative reports until auxiliary offices, who also have a 45-day delinquency deadline, to submit appropriate inserts, thus causing a delay in the office of origin submitting the report, although no investigation might be pending in that office. This would create an inaccurate delinquency picture.
2. In certain cases, the majority of the investigation would be in the auxiliary office and the only function of the office of origin would be to follow such things as prosecutive action. In such cases, it would seem more practical for the auxiliary office to submit the report.
3. In certain organizational cases, with particular reference to security type investigations, the particular investigation covers the activities of an organization in a particular area. The information involving the organization requires local dissemination. It would be more practical under those conditions for the auxiliary office to submit a report covering the activities in that area and to handle local dissemination. It would not appear to be practical for the office of origin to submit their report, which would be on a national scale, to all local agencies interested in a particular area.

2 - Bureau (RM)
 1 - New York

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53 FEB 24 1959

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Re: REPORT WRITING--ELIMINATION
OF AUXILIARY OFFICE REPORTS

4. In those cases where the office of origin is being changed, the FD-128 must be executed immediately changing office of origin. Under present procedure, the old office of origin submits an RUC report bringing the case completely up to date and listing the new office as the office of origin. Under the suggested change, the old office of origin would submit insert. It would seem more practical for the old office of origin to submit a report, even though it is at that point an auxiliary office, as the report oftentimes is quite extensive.

5. The auxiliary office in many instances, especially in security type reports, would not know the number of copies of the insert to submit to the office of origin, especially where the office of origin is making extensive dissemination. Further, the office of origin may be setting out leads requiring additional dissemination of which the auxiliary office would not be aware. Therefore, in a large number of instances the copies of the inserts submitted by the auxiliary office would not be adequate.

6. In security type cases, the information received from one source or interview would, in a large percentage of the cases, be divided up for inclusion in a report under appropriate headings. It would therefore be necessary to redictate the insert under present rules in security report writing.

7. There would be an increase in the amount of time agents in the office of origin would be required to spend in correlating the inserts, thus resulting in spending less time on constructive thinking in connection with arriving at the objective of the investigation.

8. The inserts on a vast scale would increase to a considerable extent the work in the Chief Clerk's Office in handling these inserts.

9. The reports would be much bulkier as there would be pages with little information thereon resulting from the necessity of breaking up the inserts under the appropriate caption. This would result in additional expense in connection with paper as well as mailing the reports.

Re: REPORT WRITING--ELIMINATION
OF AUXILIARY OFFICE REPORTS

10. The cover letter transmitting the inserts, the FD-302's, and SF-64's would necessarily be detached from the inserts after receipt in the office, and these inserts would be routed to the supervisory desk for subsequent routing to agents. Since these inserts are to be used in the investigative report which is prepared by the office of origin, they necessarily would not be serialized or block stamped. This would necessitate the use of descriptive chargeout for each insert routed to an agent. This descriptive chargeout would consume additional clerical time. It is realized that under the present circumstances inserts are transmitted between offices, but the point being made is that a problem in this regard has already been created and if the insert suggestion is extended to the point suggested in reference letter, this will create quite an additional burden.

11. There would be inadequate control of the return of the SF-64's or FD-302's or appropriate inserts inasmuch as no file or serial number appears on the inserts. It would be necessary for the agent to return the communication by routing slip or other means, specifically designating the file identity. Thereafter the clerk would be required to go through the envelope in the front of the file to compare the returned item with the contents of this envelope in order that appropriate grouping could be made of the FD-302's, SF-64's and other inserts in the file. In the larger offices, many investigations are handled by different agents in separate sections of the city to avoid excessive travel and many leads are in the resident agency territories. It would therefore be necessary for the supervisor to detach and furnish to lead agents the pertinent inserts necessary for the agent to adequately cover the lead. This would further increase the clerical and supervisory time spent in the administrative handling of investigative assignments.

12. It would be most difficult to fix responsibility for missing inserts inasmuch as these are not serialized and the identity of the agent returning the appropriate insert would not be known unless a record was maintained in the file on each insert.

It is realized that the suggestion whereby auxiliary offices do not submit reports has advantages to the Seat of Government. It also has advantages from the standpoint that the United States

Re: REPORT WRITING--ELIMINATION
OF AUXILIARY OFFICE REPORTS

Attorney would no doubt prefer to receive one report rather than many. It is felt, nevertheless, that the disadvantages far outweigh the advantages, and for that reason it is recommended that the suggestion not be approved. The Bureau may desire to consider as an alternate suggestion that the office of origin be given discretionary authority to request the auxiliary office to submit the information in the form suggested by the office of origin. If the office of origin felt that inserts would suffice, they would so advise the auxiliary office at the time the lead was set out. The same would be true in connection with the submission of a report. In this way, it would cut down considerably on the number of reports submitted and on the other hand take care of many of the objections to the recommended change.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI AM
 Attention: Training and Inspection
 Division

DATE: 2-12-59

FROM : SAC, OKLA. CITY

SUBJECT: INVESTIGATIVE
REPORT WRITING - ELIMINATION
OF AUXILIARY OFFICE REPORTS

ReBulet 1-29-59 captioned as above, with enclosure.

The contents of the letter and the attachment have been brought to the attention of the supervisory personnel in this office, with the following comments resulting:

Should the indicated change in report writing be put into effect it will, of course, have certain advantages and disadvantages. The advantages are quite apparent in that it will cut down on the amount of correspondence received at the Seat of Government.

It is suggested that in the event the report writing procedures be adopted, the Bureau specify the manner in which the Chief Clerk's Office should handle the inserts that have been forwarded by the auxiliary offices, that is, should they be serialized, etc. Also, that the office of origin should instruct the auxiliary offices, when it can be foreseen, as to the number of extra copies of inserts, so that the copies can be prepared in advance. It is further suggested that when the auxiliary office submits inserts with the cover letter, that one copy of the insert be attached to one copy of the cover letter, so that the two together may be routed to the Agent to whom the case is assigned, and it will avoid unnecessary additional clerical handling. It is further suggested that the office of origin be authorized to restate leads at its discretion and in each and every report prepared, if deemed desirable. It is further suggested that the office of origin be authorized to maintain stop cards for stops placed by auxiliary offices, in order that proper control may be exercised.

There are certain disadvantages to the proposed new procedure in report writing. These disadvantages are more pronounced in the small offices, where the majority of the cases

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53 FEB 24 1959

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and the Agents are assigned outside the headquarters city, and consequently do not have rapid access to the pertinent files. Under the proposed system it appears that in such offices there will be a very material increase in the work load of the supervisory desks in properly co-ordinating the preparation of the report, the file reviews, review of the proposed outgoing communications, etc. The increase is due to the increase in the volume of paper work. In addition, it appears that the volume of incoming communications, such as inserts, will also have to be routed over the supervisory desks with greater frequency than was true before when a single report came across the desk, one copy was initialed for the file and the other sent to whom the case was assigned. Further, it appears that the increase of incoming communications, such as inserts, will substantially increase the amount of clerical work in an office. Previously, one copy of a report from an auxiliary office could be routed to the Agent to whom the case is assigned, and under the new procedure it will require one copy of each of the incoming inserts, etc., plus the cover letter, to be routed to that Agent. Unless one copy of each of the inserts is attached to one copy of the incoming cover memo, it will involve a substantial amount of assembly by the Chief Clerk's Office.

In a "fast moving" case in which there are voluminous violations, such as in the various ITSP cases in which the subject is moving rapidly from one division to another, it may in such cases involve a great amount of work from both the supervisory and clerical personnel to keep the file current and in such a condition that it is self-explanatory at all times. It is also noted that in this type of violation there are occasions when a multitude of offices consider themselves the office of origin, and it is only after some time that the matter is resolved as to which actually is the office of origin. In the same type of violation, or in any other case in which there are many offices involved, the auxiliary office will not necessarily know the true number of copies of their inserts to submit to the office of origin, and consequently the latter will need to reproduce additional copies. In these instances it may easily have the end result of increasing the stenographic work in the field instead of decreasing it.

It appears that in a large office where most of the Agent personnel are assigned to the headquarters city and in cases

that can be handled in a routine manner, the proposed changes could be placed in effect with few disadvantages. In ⁷⁴⁰⁵⁴ smaller offices, where the preponderance of work is in the Resident Agencies, and particularly when there is an involved, voluminous "fast moving" case, this procedure would not be advantageous. In addition, it appears that it will materially increase the clerical work load for the small offices.

Inasmuch as the Bureau desires uniformity in reporting, it is felt that exceptions could not be made to various categories, sizes of offices, local conditions, etc., and it is recommended that the present report writing system be continued in effect.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI DATE: Feb. 11, 1959
 ATTENTION: TRAINING AND INSPECTION DIVISION

FROM : SAC, SAN ANTONIO

SUBJECT: INVESTIGATIVE
REPORTSWRITING - ELIMINATION
OF AUXILIARY OFFICE REPORTS

Re Bureau letter 1/29/59 to Baltimore and other offices concerning proposed instructions that would eliminate reports by auxiliary offices in certain instances.

I have reviewed these changes with appropriate personnel and submit the following observations:

1. The proposed changes will undoubtedly eliminate a large number of reports being received at the SOG which would result in a savings. However, changes will create new problems of an administrative and supervisory nature in the field. This will be particularly true in instances where the investigation has widespread leads for several Resident Agents.

2. When auxiliary offices are transmitting the results of investigation, i.e., SF 64s, FD 302s and other inserts, it is recommended the letter of transmittal include a synopsis of the enclosures so that the Agent and supervisor can more readily follow the content of the details of the enclosures and will have an accurate statement of the exact nature of the enclosures.

3. Where leads are being set forth by auxiliary offices based upon its enclosures, i.e., SF 64's, FD 302s, and inserts, that the document setting out any lead should be self-explanatory without the necessity of detaching and sending copies of various enclosures to personnel assigned to handle the new leads.

4. Instances will arise where auxiliary offices conduct investigation over an extended period while the office of origin will have only one or two days investigative period. It is recommended the investigative period in the all-inclusive report submitted by origin should include all investigative periods by auxiliary offices to prevent the report from being misleading as to the extent and time consumed in the investigation.

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 2 Bureau
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Letter to the Director

5. Administrative problems will arise concerning documents, i.e., SF 64s, FD 302s and inserts, received from auxiliary offices to be included in next report by origin. In some instances it will not be necessary to route such documents or a copy thereof to the Agent or Agents handling leads. In other instances it will be necessary for these items to be routed to the Agent for further investigative attention. At any rate, a problem will be created concerning control of these documents.

It is recommended the documents be placed in envelopes and placed in the file jacket and numbered chronologically for control purposes, then when included in the next report the file jacket is stripped and the envelopes that are numbered are destroyed.

6. Some confusion will arise concerning auxiliary offices submitting regular enclosures and reporting enclosures such as FD 302s, SF 64s and inserts. It is recommended auxiliary offices be required to make a clear statement in the letter of transmittal distinguishing between regular enclosures and those reflecting results of investigation. Such enclosures should be kept in separate envelopes when forwarded to origin.

7. Numerous instances will arise in the field in fast breaking cases, particularly bank robberies and urgent criminal matters, wherein two or more U. S. Attorneys in separate divisions will need immediate reports. When multiple subjects have been arrested in criminal cases in widely scattered areas, we will be confronted with numerous auxiliary offices having major portions of investigative work. In such instances it would seem simpler for the office of origin to direct auxiliary offices, in cases of this type, to submit completed reports and not forward a mass of documents to origin to be included in the next report by origin.

It is therefore recommended that the Bureau authorize the SAC in the office of origin, in such instances, to request, within his discretion, completed reports from auxiliary offices in handling cases demanding special and urgent attention.

8. There will be some confusion concerning:

- A. How many copies to submit to origin.
- B. Whether a stencil should be cut, or,
- C. What manner the enclosures should be submitted to origin.

Letter to the Director

It is my understanding most offices have Multilith machines. San Antonio does not. It is my understanding that it would be possible that if all offices had Multilith machines then the original and one carbon copy could be made by auxiliary offices and the original only sent to origin and the auxiliary office would keep the carbon copy for its file. Office of origin could use the original to run off whatever number of copies would be necessary for the report by origin. In this manner much of the confusion of having a different number of documents from each office would be eliminated.

It would therefore appear that the Bureau should consider providing each office with a Multilith machine.

I realize the Bureau has a most worthwhile purpose in mind in proposing these new changes and I am completely in favor of eliminating any paper work or administrative details wherever possible. I foresee no difficulty in adopting these proposed changes wherein the investigations are routine and brief in nature. However, in lengthy investigations or those in which there are numerous auxiliary offices, I am afraid there will be considerable confusion under this new system.

My final recommendation is that the Bureau adopt the proposed changes but at the same time authorize the SAC in the office of origin, within his discretion, to instruct auxiliary offices to submit completed reports in those instances where his judgment so dictates.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 2/12/59

Attn: Training and Inspection Division

FROM : SAC, San Francisco (66-1886)

SUBJECT: INVESTIGATIVE
REPORT WRITING - ELIMINATION
OF AUXILIARY OFFICE REPORTS

ReBulet to Baltimore 1/29/59, entitled as above.

Careful consideration has been given by the supervisory staff of this office and me to the proposed changes in report writing policy and procedures outlined in the enclosure to relet. We are all in complete agreement with the purpose of these proposed changes and agree that such purpose would work to the benefit of the Bureau as a whole. We do not feel, however, that the purpose of these proposed changes can best be achieved by the proposed changes and we wish to advance an alternate recommendation. Before setting out our alternate recommendation, there are being set forth below what the supervisory staff of this office sees as the advantages and disadvantages of the changes proposed by the Bureau.

Advantages

1. Proposed changes would place responsibility for supervision of investigations on office of origin and permit SOG to handle broader problems.
2. Would give field personnel opportunity to develop and demonstrate administrative ability.
3. Would reduce number of individual communications being received by the Bureau from the field and would, therefor, work an economy in the personnel in the Records Section at the Bureau.

Disadvantages

1. Will cause delay in getting necessary information into the hands of U. S. Attorney, Department and other outside agencies. Since, in ordinary cases, information developed by auxiliary office will be reported under proposed change by inserts to office of origin, rather than by report, the U. S. Attorney and other outside agencies must wait for the information until the office of origin submits its report. This constitutes a major disadvantage of the proposed system, since prompt submission of reports to U. S. Attorneys and other outside agencies has always been a major tenet of the Bureau's reporting system.

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2. The proposed system will place an additional burden on the Chief Clerks' Offices of both the office of origin and the auxiliary office. The experience of this office has shown that copies of reports, both incoming and outgoing, can be handled more quickly, efficiently and economically by a CCO than can inserts (regular inserts, SF 64's and FD 302's) with regard to searching, indexing, routing, filing, etc.

3. The proposed system would result in a duplication of information. An auxiliary office, in setting out leads for another auxiliary office, would be required to send copies of inserts to that office; the office of origin, however, in submitting its report may find it necessary to direct copies of its report to the same auxiliary office. Thus, the same information would be filed twice in the files of that office.

4. The proposed system would result, in many instances, in unnecessary typing. If the auxiliary offices report the results of all investigation by insert (as in the proposed system) it should be borne in mind that it is humanly impossible for an auxiliary office to predict with 100% accuracy the number of copies of a report to be prepared by an office of origin since leads, dissemination and other factors unknown to an auxiliary office determine this. Therefore, it is not always possible for an auxiliary office to predict the number of copies of inserts which should be sent to the office of origin. Should the number of copies of inserts be insufficient to match the number of copies of a report the office of origin is preparing, it would be necessary for the office of origin to re-type additional copies of the inserts in order to have sufficient to utilize in its report.

5. Since the only reports being submitted on a case would under the proposed system be submitted by the office of origin, except in the three situations listed as exceptions in the enclosure to relet, it is conceivable that in many cases a copy of a report from an office of origin which is designated for a U. S. Attorney may reflect the investigation of as many as ten or more auxiliary offices. Such a report would tend to be unwieldy, of considerable length and difficult for a U. S. Attorney to read. If such is the case, it could result in the receipt of frequent requests from U. S. Attorneys for prosecutive summary reports in cases in which prosecution has been authorized.

6. The proposed system would make it very difficult for the office of origin to meet the reporting deadline in fugitive cases unless, in addition to reports reflecting the investigation conducted by the office of origin, the office of origin also submitted

reports of a "status nature" which would reflect only investigation conducted by auxiliary offices. This, of course, would not be desirable.

7. The proposed system would, in many cases, place a heavy administrative burden on the office of origin in reading, handling and assembling the tremendous number of inserts which would be received from auxiliary offices in those cases where leads are outstanding in a large number of auxiliary offices.

8. Although this is but a minor objection to the proposed system, it is desired to point out that some confusion might arise in properly crediting the statistical data if all such statistical data would be reported only by the office of origin rather than by the office which has gained the statistic.

For the above reasons, it is the recommendation of this office that the system proposed in relet not be adopted by the Bureau in its present form.

The following alternate recommendation is set forth for the Bureau's consideration.

Alternate Recommendation

That inserts be utilized by auxiliary offices in reporting results of their investigation only under the existence of circumstances which permit utilization of inserts under present procedures (if results of investigation of no immediate benefit in solution of case or location of subject); reports to be prepared by auxiliary offices in all other instances, and all local dissemination of such reports to U. S. Attorneys and other outside agencies to be indicated and made as is being done under present reporting procedures. Copies of reports submitted by auxiliary offices to be designated for Bureau, however, only if one of following conditions exist:

- a. where Bureau is office of origin
- b. where specific deadline of 30 days or less is imposed by Bureau for completion of investigation
- c. where some special interest or extraordinary circumstances exist, and Bureau has specifically approved designation of copies of report for it by auxiliary office
- d. if report by auxiliary office contains statistical data.

In all other instances, auxiliary offices should not designate copies of their reports for the Bureau, but should designate

for the office of origin and send to the office of origin additional copies of their reports in equal number to those which would have been designated for Bureau in the classification of case being reported. When office of origin submits its report, it should include as enclosures to the copy or copies designated for the Bureau the additional copies of reports received from the auxiliary offices.

Advantages of Alternate Recommendation

It is felt by this office that the above alternate recommendation would retain all the advantages present under the system proposed by reBulet and would eliminate all the above-listed disadvantages of the proposed method. It is to be noted that this alternate recommendation in no way would relieve the office of origin from its primary responsibility to supervise the investigation or reporting of cases. While it is true that the Bureau will receive reports directly from the auxiliary offices in addition to those instances already provided for by the method proposed by the Bureau when such reports contain statistical data, it is believed that such reports represent but a very minor percentage of those presently being received by the Bureau. Since the copies of reports from auxiliary offices which would be sent to the Bureau by the office of origin under the alternate recommendation would be sent as enclosures to the office of origin's report, they can be handled as one communication and thus the number of individual reports presently being received and handled by the Bureau would be drastically reduced. No additional reading on the part of the Bureau's supervisory staff would be required, since no additional information is being submitted to the Bureau than would be submitted were all the information reported by auxiliary offices in insert form and included in the office of origin's report (as provided for under the proposed method).

The alternate recommendation has the added advantage of insuring that the Bureau would be in possession of the complete reports from auxiliary offices and thus could be utilized in connection with the Bureau's ultimate overall control of the case and for purposes of inspection and formulation of policies and procedures.

In view of the above, it is recommended that the Bureau not adopt the procedure proposed in reBulet, and that the Bureau give consideration to adopting the alternate recommendation advanced by this office as outlined above.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 2-11-59

FROM : SAC, SEATTLE

ATTENTION: TRAINING AND INSPECTION DIVISIONSUBJECT: REPORT WRITING - ELIMINATION
OF AUXILIARY OFFICE REPORTS

ReBulet 1/29/59.

PH
ST

The draft of proposed instructions designed to effect certain changes in report writing policy and procedures has been discussed with all supervisory personnel at Seattle, and we are unanimously in favor of the proposal that investigative reports are to be submitted to the Bureau only by the office of origin unless investigation falls in one of the limited situations described in the suggestion.

We are unanimous in our opposition to the procedure suggested for the auxiliary office to follow in reporting to the office of origin. We object to this part of the suggestion:

"As extension of present report writing procedures, investigation conducted by auxiliary offices must be submitted to field offices of origin in form suitable for insertion in reports by origin. Such inserts must conform to present use of insert or Form SF-64 or Form FD-302, whichever is applicable."

We have the following observations with respect to the present procedure of "inserts" and the extension of this procedure as contemplated by the suggestion:

(1) Field Offices lack uniformity in mechanical devices used to prepare inserts, namely multilith, mimeograph and type-writer.

(2) Whenever auxiliary offices fail to provide the required number of copies, considerable retyping is necessary by the office of origin.

(3) I am certain that the Chief Clerks in most offices experience considerable difficulty in maintaining, routing and accounting for inserts, especially in those Divisions with numerous Resident Agents.

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FEB 20 1959

53 FEB 24 1959

(4) I am inclined to believe that the extension of inserts as proposed might result in delays in making information available to United States Attorneys, and likewise problems of this nature would arise when the office of origin was not also the office of prosecution.

It is recognized that the suggestion under consideration would materially reduce the number of reports being forwarded to the Bureau, and I am certainly in accord with this objective. Likewise I am in accord with the proposal that the office of origin should have the responsibility for direction, development, scope and supervision of investigations. It is my belief that we can and should eliminate many of the reports being forwarded to the Bureau from the Field.

Recommend that auxiliary offices be required to submit reports but without copies being designated for the Bureau except in those limited situations described in the original suggestion and that the office of origin be charged with the responsibility of submitting reports to the Bureau which would incorporate the pertinent information from auxiliary offices. In some instances it might be desirable for the office of origin to forward to the Bureau a copy of a report received from an auxiliary office as an enclosure to the report submitted by the office of origin, and in other instances the office of origin might be able to summarize in one paragraph in its report to the Bureau a fifty-page report received from an auxiliary office.

It is recognized that under this procedure the office of origin would be required to set out in the synopsis and details of its reports statistical accomplishments achieved and the Field Office to be credited. The usual number of copies of reports would be provided to the office of origin by auxiliary offices plus the number of copies formerly forwarded to the Bureau.

It seems to me that this change is simple to place in operation and at the same time would accomplish the objectives contemplated by the original suggestion.

Date

February 9, 1959

To:
Director, FBI

Division of Assignment
Louisville

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b7C

SUGGESTION

The following procedure is suggested for clerical handling of FD-302, SF-64 and ~~bond~~ paper inserts.

1. Manila envelopes used for holding inserts be prepared according to the attached illustration. The use of a lined envelope will provide neat spacing for individual entries on the envelope. The entries can be easily read by stenographic personnel when removing inserts for inclusion in a report. Also, it will be easier to delete an entry when the insert is placed in a report.

2. Place a number beside each entry on the manila envelope in the space provided for numbering. (See illustration.) Numbering would be accomplished (continued)

Current practice or rule (Include manual citation as well as facts)

Current practice is contained in section II-3-D-4-a-(7), MRR.

Advantages of suggestion and annual savings (include basis for estimate)

Although no definite monetary value can be placed on this suggestion for lack of an experience factor, the following are examples of advantages to be gained from adoption of the suggestion. Each of these examples illustrates a savings of either clerical time or supplies.

1. By charging inserts to agents on chargeouts used for the case serials the time consumed in preparing a separate chargeout is saved. Further, each time this practice is used a chargeout is saved. Effecting this suggestion would be especially advantageous in uncomplicated cases where auxiliary offices transmit inserts under a cover communication. The (continued)

Disadvantages of suggestion

There appear to be no disadvantages to this suggestion.

(The use by the United States of my suggestion shall not form the basis of any claim against the United States)

☒ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion should offer a material saving in the clerical operations necessitated by the new system of handling report inserts. It is recommended it be adopted.

Signature and Title of Suggester
Special Agent in Charge

(Do not write in this space - for Bureau use only)

ack 2/17/59 - CCH
T+E Div. Comm. Sec'y
Let to Louisville 2/17/59
cc - [unclear] [unclear]

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PERS. FILES

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SUGGESTION (Cont'd)

lished when the insert is received in the Chief Clerk's Office for descriptive entry on the manila envelope, after being typed, or at the time the insert is received from an auxiliary office, and before it is forwarded to the interested agent.

3. Discontinue the present practice of having stenographic personnel staple dictation slips for inserts to chargeouts when inserts are charged out and routed to agents. If the numbering system contained in paragraph 2, above, is adopted there would be no need for the descriptive data contained on the dictation slip. Instead, description of the insert charged out will be obtained by matching the number on the chargeout with the number on the manila envelope where complete description of the insert would already have been entered.

4. After typing an insert stenographic personnel will prepare a 3 x 5 or other card bearing the name of the agent to whom the insert should be routed and attach it to the insert. The insert will then be sent to the Chief Clerk's Office where it will be fully described on a lined entry space on the manila envelope, charged out by the number that is entered on the envelope at the time the insert is described, and routed to the agent whose name appears on the card attached to the insert.

5. It is further suggested that the practice of placing chargeouts inside the manila insert envelope when charging out inserts be discontinued. Instead, it is suggested that inserts be charged out on the same chargeout slips that are maintained in the file for charging out serials. The insert would be differentiated from the serials charged out by prefacing the insert number with a capital "I" followed by a dash and then the number of the insert. An alternate means of identifying the insert number would be to draw a circle around the number. This system would be the same as is used in charging out 1-A items which are charged out on the same slips used for serials rather than placing the chargeout in the 1-A manila envelope.

ADVANTAGES (cont'd)

cover communication must be sent to the agent to whom the case is assigned and the inserts could be charged on the same chargeout.

2. The manila envelope would be removed from the file after it has served its purpose, the entries deleted, and the envelope reused in another file. By preparing manila envelopes with a blank space for entry of the insert number, it would be a simple

ADVANTAGES (Cont'd)

matter to begin a new series of numbers when the envelope is used in another file.

3. When inserts are returned to the file the number on the manila envelope pertaining to that insert would be located on a chargeout and the number deleted from the chargeout. This would be quicker than trying to match the description on the manila envelope with the description on a dictation slip stapled to a chargeout. Numbers can be located at a glance whereas locating the correct dictation slip requires a reading of the complete description.

ENVELOPE ILLUSTRATION

DATE	NO	DESCRIPTION	DISPOSITION	INITIALS

LINES WOULD BE COMPLETED THE
ENTIRE LENGTH OF THE ENVELOPE

16-213-2255
ENCLOSURE

SAC, San Diego

2/18/59

Director, FBI

45-2256

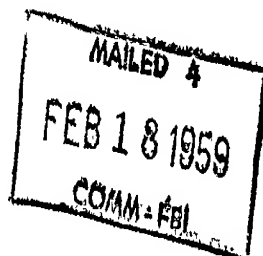
INTERVIEW REPORT FORMS
AND SF-64s
REPORT WRITING

Reurlet 2/13/59. Bureau regulations provide that, when practical, the originals of FD-302s and SF-64s shall be filed adjacent to the communications in which copies are used as insert pages.

In active cases, however, there is no objection to the procedure set out in your letter of filing the original FD-302 or SF-64 immediately after its preparation.

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

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MAIL ROOM ☐ TELETYPE UNIT ☐

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Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 2-13-59

FROM : SAC, SAN DIEGO

SUBJECT: INTERVIEW REPORT FORMS
AND SF-64s
REPORT WRITING

Index

Under the present procedure, whenever FD-302s or SF-64s are typed by the stenographic pool and maintained in the file awaiting preparation of a report, they are put in a manila envelope in the file. This procedure raises a problem which the Bureau may be in a position to clarify for the benefit of this office.

In an active file, a number of these FD-302s and SF-64s will accumulate in a short time. In order to review the file it is necessary to take them out of the individual manila envelopes in order to read them.

Would there be any objection to filing the original immediately after its preparation and use the manila envelope for retaining the copies to be used in preparation of a later report? If this procedure is agreeable with the Bureau, it would then facilitate the review of all material in the file instead of having to open and close manila envelopes in order to read the serials reflecting complete investigation.

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7/28/59

66-2435-2257 IN THIS FILE SKIPPED DURING
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2 - Orig. & 1
- yellow
- Liaison

Legal Attache, Paris

February 19, 1959

Director, FBI

**CORRESPONDENCE AND REPORTING
BY LEGAL ATTACHES**

Reference is made to Part II, Section 9, pages 7, 11, and 12 of the Manual of Rules and Regulations wherein it is indicated that in individual Espionage (65) cases, individual Internal Security and Security Matter (100) cases, and in individual Internal Security - Nationalistic Tendency (105) cases, the reporting auxiliary office should indicate three copies of a report for the Office of Origin.

For reporting purposes, the Bureau, as in the past, is considered to be the Office of Origin of investigations handled by the Legal Attaches. The results of investigations conducted through the Legal Attache Offices wherever possible are, of course, to be submitted to the Bureau in letterhead memorandum form accompanied by a Form 263 cover page and appropriate administrative memorandum. In the future, whenever the Legal Attache is aware of the domestic field Office of Origin in the cases enumerated above, three copies of the letterhead memorandum, Form 263, and appropriate administrative communication should be prepared for that office. Since the results of all Legal Attache investigations are submitted to the Bureau for processing, the copies designated for the Bureau and the domestic Office of Origin should be set out on Form 263 in one total followed by the number of copies designated for the domestic Office of Origin. For example, in the case in which five copies are furnished to the Bureau and Detroit is the domestic Office of Origin, the number of copies would be set forth on Form 263 as: 5-Bureau (3-Detroit).

With respect to letter communications to the Bureau transmitting results of inquiries made by the Legal Attaches whenever the domestic field Office of Origin is known, appropriate copies of the letter should be prepared for the domestic Office of Origin in a similar manner. The communication should show the total number of copies forwarded to the Bureau followed by the number of copies submitted for the appropriate domestic Office of Origin. Example: 4-Bureau (2-Detroit)

1 - Bonn
1 - Havana
1 - London
1 - Madrid
1 - Mexico City
1 - Ottawa
1 - Rio de Janeiro
1 - Rome
1 - Tokyo
1 - Foreign Liaison Unit (detached)

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

ATTENTION LEGAL ATTACHE, MEXICO CITY: Reurlet 1-21-59
captioned "Report Writing," your file 66-358.

NLF:es
(14)

53 MAR 10 1959

LEGAL

FEB 24 1959

MAIL ROOM ☐

TELETYPE UNIT ☐

COMM-FBI

916-59

Date

2-2-59

To:

Director, FBI

From: (Suggester's name)

SA [REDACTED]

GS-12

Division of Assignment

SPRINGFIELD

b6
b7C

SUGGESTION

Deleting the word "interoffice" which is placed within parentheses following reference (on FD-263), if the reference is to a communication, a copy of which has not been furnished to the Bureau but only to auxiliary offices.

interoffice

Current practice or rule (Include manual citation as well as facts)

Reference to communications, copies of which have not been furnished to the Bureau but only to auxiliary offices, shall be identified by adding the word "interoffice" in parentheses after the reference. (M. of R. II-4-10)

Reduce stenographic time in transcription and typing, streamlining operation. Any communication of which the Bureau is a recipient is addressed to the Bureau. Only exception is in applicant-type matters where the Bureau receives a copy and is not the addressee. It is obvious then that in describing a reference, e.g., "Pittsburgh letter to Springfield, dated 12-8-58" it is an interoffice communication for if it had not been only interoffice then it would have been addressed to the Bureau and would obviate the necessity of a parenthetical clarification.

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the basis of assigns upon the United States)

☒ Mr.

☐ Mrs.

☐ Miss

Signature and Title of Suggester

or

b6
b7C

Recommendations and comments of Division Head

I believe that SA BROCK is initially correct in this suggestion and that the suggestion itself would tend to reduce the number of such requirements in the general field of report writing.

R D Subers

Signature and Title

SAC

(Do not write in this space - for Bureau use only)

2/16/59 - eck
T+I Div & recommended
Suggestion in April 1959.

REC-65

66-2435-2259

(3) - Bureau
627-FEB 26 1959
1 - 66-2360, 1 - SA BROCK's personnel file)

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 2-16-59

FROM : SAC, SEATTLE ATTENTION: PLANNING SECTION
TRAINING & INSPECTION DIVISIONSUBJECT: SUGGESTION #889-59
APPROVAL OF REPORTS BY DICTATING AGENT

Re Bureau R/S 2/12/59.

On 7/30/58 in a letter to the Bureau captioned "Streamlining Procedures" I recommended abolition of the rule requiring Agents to read reports dictated by them prior to dissemination or transmittal to the Bureau or in any event at the first practical opportunity thereafter.

As indicated, I am opposed to the present rule, and I am also opposed to the extension suggested.

My reasons for opposition are as follows:

1. Agents presently are required to read and initial the original of an FD-302 or SF-64, and to some extent this requirement is a duplication of the Manual of Rules and Regulations, Part II, Section IV, page 44, requiring Agents to read and initial their reports.
2. Field Supervisors presently are charged with the full responsibility for reading and approving reports, and this therefore becomes added duplication.
3. The rule requiring Agents to read and initial reports has a tendency to make them "rough draft dictators". They should marshal their facts and dictate accurately in the first place.
4. Field Supervisors are inclined to scan over an outgoing communication because in many instances its important sections have been proof-read on two occasions by an experienced Agent.
5. The present rules and the suggested rule result in considerable additional routing by clerical employees.
6. The present rules and the suggested rule result in additional delay in submission of reports.

2 - Bureau (AM)
1 - Seattle

DSH:LM
(3)

REC- 65

11 FEB 18 1959

EX - 133

FEB 18 1959

THC

7. Approximately 30% of the Special Agents assigned to Seattle serve in Resident Agencies, and the present rule and its extension result in additional clerical duties in connection with charging out serials, pulling files, matching and returning serials to the file.

As indicated above, I am opposed to the present suggestion as well as the rule which it would extend.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 2/17/59

FROM : SAC, Cincinnati

SUBJECT: SUGGESTION #889-59
APPROVAL OF REPORTS BY
DICTATING AGENTATTENTION: Planning Section,
Training and Inspection
Division

In response to O-25 dated 2/12/59 concerning captioned suggestion, I wish to recommend that the suggestion not be approved.

OBSERVATIONS

Requiring supervisor to place a check mark over reporting agent's name to indicate unavailability of the agent is another process leading to nothing of value. The regulation is now clear that an agent should initial an outgoing communication if he is available prior to dispatch. Absence of his initials shows his unavailability.

Suggester feels that the present system is so flexible that the possibility exists that reports could be filed without having been read by dictating agent the red check adds nothing to it it is still a supervisory responsibility to route the reports to agents as needed. We follow the practice of writing the agent's name on the report so that it cannot be filed until it is appropriately initialed.

Suggester observes that SOG has no way of knowing whether agent has read and approved the report this does not seem pertinent that SOG supervisor know this.

Suggester observes that dispatch of reports could be delayed a few days to permit agents to initial them. Nothing causes greater tribulation in the FBI than delay. I oppose the delay proposal; disagree with the check mark proposal; take issue with the alleged advantages and believe the alleged advantages to be non-existent.

2 - Bureau
1 - Cincinnati

EDM:pat
(3)

REC-58

EX-133

PROC
FEB 19 1959

FEB 19 1959

#957-59

Date February 17, 1959

To: Director, FBI

From: SA [redacted]

Employee assigned to (Division)
SEATTLE DIVISION

SUGGESTION Present procedures require a parole report be submitted by the office of prosecution after subject has been sentenced in a Bureau case for more than 180 days. In offices covering Federal penitentiaries, it is not infrequent for a convicted subject to appear before the court and enter a plea. These subjects are frequently given concurrent sentences, which have no effect on the length of the original sentence. The institution in which the subject is confined is aware of the results of the concurrent sentence, as a copy of the court's judgment and sentence is furnished to the institution. It is proposed that the parole report requirement be amended to eliminate the necessity of submitting a parole report in cases where a confined and convicted subject in the custody of the Attorney General, upon his plea of guilty under Rule 20, in a separate matter, receives a subsequent sentence which in no way affects the length of time he must serve under the provisions of his original sentence.

Current practice or rule (Include manual citation as well as facts)

FBI Handbook, Part 1, Section 50, Paragraph A, Pages 69 and 70.

Advantages of suggestion

Will eliminate the need for parole reports where the convicted enters a plea under Rule 20 and receives a concurrent sentence which does not lengthen his original sentence.

Will save Agent time in preparing and dictating, stenographic time now used in typing and clerical time in handling and mailing.

Disadvantages of suggestion

Only apparent disadvantage seems the necessity for preparing and distributing the needed handbook changes.

Annual Savings (Show basis for estimate)

\$700.00 per year savings.

BASIS: USP, McNeil Island, Washington with inmate population of 1300 had four such pleas in 1958. There are 6 major penitentiaries, 9 Federal Correctional institutions, 6 Prison Camps, 4 Reformatories, 1 Medical Center, 2 Juvenile Institutions and the Alaska Jail. Based on McNeil's

(The use by the United States of my suggestion shall not form the basis for a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr. ☐ Mrs. ☐ Miss

Recommendations and comments of Division Head

Recommend adoption.

Signature and Title

Special Agent in Charge

52 MAR 16 1959

population and projecting there would be about 70 such parole reports submitted per year on an estimated cost of \$10.00 per report, savings would equal $70 \times \$10.00$, or, \$700.00.

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont *AB*

DATE: December 17, 1958

FROM : G. H. Scatterday *GH*SUBJECT: PROPOSED CHANGES IN
PART II, SECTION FIVE
MANUAL OF RULES AND REGULATIONS

Tolson	_____
Boardman	_____
Belmont	_____
Mohr	_____
Nease	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Recent instructions were received to review the FBI Handbook and the Manual of Instructions for the purpose of recommending the elimination of unnecessary ~~report writing~~ instructions contained therein which have been made obsolete by the new manual inserts relative to report writing. The Name Check Section handles no substantive matters and during the review of the Handbook and the Manual of Instructions no items needing change were noted in the portions dealing with the Name Check work.

The new manual inserts relating to report writing do necessitate certain changes in the Manual of Rules and Regulations. These changes are set forth in the attached manual revision. The changes do not involve any change in policy.

RECOMMENDATION:

That this memorandum be forwarded to the Training and Inspection Division for appropriate attention.

EX - 133

REC-69

23 FEB 27 1959

Enclosure

- Mr. Belmont
- Training and Inspection Division
- Manual of Rules and Regulations
- Name Check Section

MAR 3 1959

(5)

- 66-1024

K1

RECORDED COPY FILED IN 66-1024

- Mr. Belmont
- Training & Inspection
- Name Check Section

December 17, 1958

PROPOSED CHANGE IN PART II
MANUAL OF RULES AND REGULATIONS

Section 5, Item C.2.a., paragraph 3, page 3a, should be amended to read as follows:

letterhead memoranda
Copies of reports prepared by the Bureau's Legal Attaches may be furnished to interested outside agencies where appropriate. However, the cover page of such reports, setting out the title, name of reporting agent, place where made, et cetera, should first be removed. The remaining portion of the report, which may be disseminated, will then be in the form of a letterhead memorandum dated at Washington, D. C.

Of course, disseminating cover document is not disseminating

Section 5, Item C.2.a., paragraph 6, page 4, should be amended to read as follows:

All Bureau reports distributed to outside agencies must be stamped with or must reflect on the first page thereof the following statement:

"This document contains neither recommendations nor conclusions of any kind. It is the property of the FBI, and is a loan to your agency; it and/or its contents are not to be distributed outside your agency."

In instances where reports contain information of interest to other Government agencies and are disseminated by SOG personnel, appropriate notations reflecting the identity of the recipient of the report, the date disseminated, and the initials of the person responsible for dissemination must be placed on the first page of the original of the report in file.

original form FD-263 in file.

*Fuller
Regulation
relating to
dissemination
with
memo*
Tolson _____
Boardman _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Clayton _____
Tele. Room _____
Holloman _____
Gandy _____

DRR:mpp
(6)

ENCLOSURE

MAIL ROOM ☐

PROPOSED CHANGE IN PART II
MANUAL OF RULES AND REGULATIONS

Section 5, Item C.2.b., page 4, should be amended to read as follows:

- b. Letters and/or letterhead memoranda.
In instances where it is deemed most practical or advisable letters and/or letterhead memoranda may be used as media. This may be true where a lengthy report dealing with a general topic contains some particular item of interest to another agency. Rather than disseminate the entire report under such circumstances it may be more practical to transmit the pertinent data by letter and/or letterhead memoranda. Under such circumstances, if field office furnishes the information to the SOG for dissemination, a letterhead memorandum shall be used to facilitate dissemination without retyping.

A letter or letterhead memorandum furnished another agency should incorporate in the text a statement which contains in substance the terminology appearing in the property stamp heretofore suggested for use on reports being disseminated. This rule, of course, will not pertain to letters of an administrative nature emanating from the SOG or from a field office to an outside agency nor will it be binding in instances where letters are directed to outside agencies confirming convictions, etc., which information by its very nature is purely public source material. Also, the property stamp or the substance thereof should not be used on letters, transmitting information to foreign police agencies, when the information is not sensitive or of a security nature.

Section 5, Item D.5.a., paragraph 1, pages 7 and 8, should be amended to read as follows:

- a. Reports.
When inquiries are received from agencies within the Executive Branch of the Government for information on individuals who have been investigated by the FBI, it is permissible to disseminate copies of previously prepared investigative reports in answer thereto. The reports must, of course, be first examined to be certain no information is contained therein which would make such dissemination undesirable.

PROPOSED CHANGE IN PART II
MANUAL OF RULES AND REGULATIONS

In the past, some investigative reports carried administrative pages which should be removed before supplying such reports to other agencies. Cover pages are not to be disseminated.

Section 5, Item D.5.a., paragraph 4, page 8, should be amended to read as follows:

The report must be stamped with or must reflect on the first page thereof the following statement:

"This document contains neither recommendations nor conclusions of any kind. It is the property of the FBI, and is a loan to your agency; it and/or its contents are not to be distributed outside your agency."

There should also appear on the first page of each report disseminated in answer to a name check request a stamp or statement as follows:

"This is in answer to your request for a check of FBI files."

The latter statement clearly reflects that no separate investigation was conducted as a result of the request received.

Section 5, Item D.5.a., paragraph 8, page 8, should be amended to read as follows:

^{in the space provided}
Indicate ^{mark (FD-263)} on the ~~first page~~ ^{copy} of the top file copy, or at the SOG on the ~~first page~~ ^{copy} of the original copy the date the request was received and from whom, the identity of the recipient of the report, the date disseminated, and the initials of the person authorizing same.

PROPOSED CHANGE IN PART II
MANUAL OF RULES AND REGULATIONS

Section 5, Item D.5.b.(1), page 9, should be amended to read as follows:

- (1) Letterhead.
This memorandum is normally used in answering memo check requests. See Part II, section 1E.2. of this manual for instructions on its preparation.
In addition:

Section 5, Item D.5.b.(2), page 9, should be amended to read as follows:

- (2) Blind.
See Part II, section 1E.2. of this manual for instructions on its preparation.
In addition:

S.C. Van Horn (25-0)

2/25/59

Director, FBI

2264

REC- 75

U.S. DEPT. OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Received 2/17/59.

In a particular case if there is a possibility that the effect of the Local Selective Service Board may have to testify concerning the information furnished, your office should report this information on info-302.

In the event the investigating Agent is sure that there is no possibility of testimony present, the information may be reported in the regular details of the report. The Bureau can take no blanket rule to the effect that the review of Selective Service records should always be set out in the details of a report without using Form FD-302 inasmuch as the determining factor in deciding how the information should be reported will be whether or not there is a possibility of testimony.

1 - Mr. Rosen

CJM:mcc
(6)

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

58 MAR 5 1959

MAIL ROOM ☒ TELETYPE UNIT ☐

Office Memorandum

• UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 2/17/59

FROM : SAC, SAN JUAN (25-0)

SUBJECT: SELECTIVE SERVICE MATTERS -
REPORT WRITING

It has been noted from a review of a substantial number of Selective Service matters handled by the New York Office wherein either the San Juan Office or the New York Office has been office of origin, that New York follows a practice of report-
int information obtained from a review of Selective Service records in the regular details of the report.

This office has in the past followed the practice of attributing such information to the Selective Service Local Board Clerk having custody of such records and reporting the information on an FD 302.

In connection with routine Selective Service cases, it is suggested that the San Juan Office follow the practice now being employed by the New York Office with respect to reporting information obtained from Selective Service files. The Bureau is requested to approve this procedure.

(2) - Bureau
2 - San Juan
(1 - 66-235-Report Writing)

JCS:aej
(4)

REC-75

66-235-2264
20 MAR 3 1959

let SJ
2-25-59
QNH/mme

160

DIRECTOR, FBI

2/18/59

SAC, BALTIMORE (137-00)

CRIMINAL INFORMANTS *INVESTIGATION REPORT*
REPORTING OF INFORMATION

Some question has arisen in the Baltimore Office as to the correct method of recording information from CIs and PCIs which could be testimony. Bureau instructions in this connection are set out on page 19d, Part I of the Handbook (revision date 11/3/58.) These instructions are clearly understood with the exception of the clause "... a copy with the identity of the informant properly concealed shall be placed in the pertinent case file."

This instruction has been interpreted in two fashions as follows:

- A) The FD 302 is prepared in duplicate with the CI's or PCI's name set out in the blank provided at the bottom of the form, with no mention, however, of symbol number or CI or PCI status. At the same time the name of the CI or PCI is utilized where appropriate in the body of the FD 302. In this instance the only concealment of identity is in that the CI or PCI is not referred to in any manner as an informant.

(See Samples designated as A)

- B) FD 302 is prepared in duplicate except for the blanks at the bottom. The blanks are completed on the original showing name of CI or PCI. However, the copy (to be filed in case file) does not have the blanks at bottom of the 302 filled in. In such instances, in order to be consistent, the name of CI or PCI is not mentioned in the details.

(See Samples designated as B)

2 - Bureau (Encls. 4)
1 - Baltimore

JCG:cjs
(3)

137-2436
NOT RECORDED
MAR 4 1959

ORIGINAL COPY FILED IN 137-2436-1

BA 137-00

There is an additional problem as to whether or not the 137 file number, the substantive case file number, or both, should appear on the 302 in such circumstances.

Advice of the Bureau is requested as to whether method A, method B, or some alternative procedure is acceptable. Bureau instruction with respect to file number or numbers to be recorded, also requested.

Enclosed for Bureau are Samples A and B showing all material prepared for 137 and substantive files when information of possible evidentiary value is received from CI or PCI.

Investigative Reports

2/10/59
SAC LETTER NO. 59-8

(B) REPORT WRITING - OBSERVANCE OF THE "30-DAY RULE" -- You are reminded of the Bureau rule which is set forth in the Manual of Rules and Regulations, Part II, section 4B7, wherein it is stated: "When a report is dated 30 or more days after the last date of investigation included in the investigative period, an explanation must be included in the cover page(s)."

It has been observed that in an increasing number of instances the Bureau has had to call to your attention the fact that this rule has not been observed. This has necessitated a considerable amount of unnecessary correspondence from the Bureau to the field. In the future it is expected that this rule will be strictly observed by all field offices. The SAC is being held personally accountable for assuring that all investigative personnel and especially supervisory personnel who read and approve investigative reports are familiar with this rule and will strictly observe it. Administrative action will be considered in all cases where this rule is not being strictly observed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/3/83 BY SP8 BTJ/Dee

66-2445-
NOT RECORDED
47 MAR 2 1959

68 MAR 3 1959

ORIGINAL COPY FILED IN 66-04-2827

SAC, Denver

2/27/59

Director, FBI (66-2435) - 2265

REC-44

REPORT WRITING

EX-133

Reurlet 2/18/59 entitled "SF-66" wherein you requested advice as to whether or not names of both employees who interview a subject should appear at the top of the SF-66 and whether both employees should initial the document.

It is believed that in such an instance it would be advisable for the names of both employees to appear and for both to initial the document.

27 LAF:mcc

(4) mcc

MAILED 31

FEB 27 1959

COMM-FBI

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

52 MAR 9 1959

MAIL ROOM ☒ TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
Attention: Training and Inspection Division

FROM : SAC, DENVER

SUBJECT: SF-64 *INVESTIGATIVE REPORTS*

DATE: Feb. 18, 1959

The present instructions provide that the Bureau employee preparing SF-64 is to initial the original of the SF-64 where his name appears on the document; however, in those instances where two employees or Agents are present at the interview, there is no provision as to whether or not both names should appear at the top of the document and whether or not both employees or Agents should initial after their names on the document.

The Bureau is requested to advise whether or not the names of both employees or Agents who interviewed the subject should appear at the top of SF-64 and if both employees or Agents should initial it, or if the name of the employee or Agent dictating should appear on the document and only this employee should initial it.

- ② - Bureau (Attention: Training and Inspection Division)
1 - Denver
SJW:ekw
(3)

REC-44

EX-133

66-2435-2265

JAN 20 1959

Del DN
2-27-59
LAF/m

270

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 2/6/59

FROM : SAC, Butte

SUBJECT: INVESTIGATIVE TECHNIQUES

During inquiries in connection with an ITSP case it was determined that the Masonic Order publishes a semi-monthly bulletin of the "Masonic Relief Association of the U. S. and Canada." This bulletin contains information concerning members' identification papers that have been lost or stolen and persons who are operating frauds on the strength of membership in various Masonic organizations. It is published under the direction of [redacted] Secretary, [redacted] [redacted] All lodges in states that are members of the National Association get the publication.

The above is for the Bureau's information inasmuch as this publication might be of value in connection with cases involving fugitives or confidence men who are known to be using Masonic identification papers.

2-Bureau
1-Butte

HGM:iap
(3)

EX-108

Feb 10 1959

66-2435-2766

3-4

24 FEB 1959

53 MAR 9 1959

T. J. [unclear]
J. B. [unclear]M. J. [unclear]
C. [unclear]

SAC, San Juan

3/3/59

Director, FBI

SUGGESTION SUBMITTED BY ASAC JACK C.
SPENCER REGARDING SELECTIVE SERVICE ACT
OF 1948 CASES

Reference is made to the suggestion submitted by ASAC
Spencer dated 2/18/59 proposing that the basis for original
delinquency and manner in which delinquency was removed not be set
forth in closing reports of Selective Service Act of 1948 cases.
You recommended adoption of the suggestion as it would save time
and space.

For your information and for the information of ASAC
Spencer, the rule in question is necessary in order to give the
National Headquarters of Selective Service System a full and complete
picture of the violation as well as the manner in which the delinquency
of the subject was removed as the National Headquarters of Selective
Service System receives a copy of only the closing report. This
rule was placed into effect some time ago at the request of the
National Headquarters of Selective Service System as it does not have
the staff or means to match and keep copies of all status reports
as well as closing reports.

In view of the above information, no further action is
being taken regarding ASAC Spencer's suggestion.

MAILED 31

MAR 3 - 1959

COMM-FBI

1 - San Juan personnel file of ASAC Jack C. Spencer
1 - SOG Personnel file of ASAC Jack C. Spencer (sent separately)

ceh (Suggestion #948-59)
(6)

Suggestion of ASAC Spencer was acknowledged by letter 2/24/59
and was referred to the Investigative Division for consideration
2/20/59. Investigative Division recommends that above
information be made known to SAC, San Juan. Summary memo to
Mr. Tolson not being prepared regarding this suggestion.

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

66 MAR 13 1959

MAIL ROOM ☐ TELETYPE UNIT ☐

948.59

Date

2/16/59

To: Director, FBI From: (Suggester's name) ASHC JACK C. SPENCER GS-14

Division of Assignment
SAN JUAN

SUGGESTION

That the present requirement relative to including in all closing reports in Selective Service matters the basis for original delinquency and the manner in which said delinquency was removed, be discontinued in those cases where identical information has already been included in prior reports of either the office of origin or auxiliary offices, copies of which have been disseminated to the U. S. Attorney, and closing reports be limited to facts dealing with the coverage of outstanding leads only, such as the dismissal of process, or final action of local board to remove a subject's delinquent status.

INVESTIGATIVE REPORTS

Current practice or rule (include manual citation as well as facts)

The basis for original delinquency and the manner in which said delinquency was removed are required elements in all closing reports regardless of whether such information may be repetitious.

Advantages of suggestion and annual savings (include basis for estimate)

The adoption of such a procedure would save agent time in preparing for dictation, stenographic time in receiving dictation and transcribing, and paper and storage space due to a reduction in the content of closing Selective Service reports.

Manual of Instructions, Bureau
Act. 80, page 20.

Disadvantages of suggestion

Full information as to the original basis for declaring the subject delinquent and the manner in which such delinquency was removed, will not be readily available in one single closing report.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

Recommendation would be time and space saving. Recommend adoption.

cc-designated for

emp's pers file

Special Agent in Charge

Signature and Title

(Do not write in this space - for Bureau use only)

20 FEB 17 1959

cc - Bureau
1 - San Juan
JCS:aej
(4)
3/3/59-ecw

3 - Bureau
1 - San Juan

JCS:aej
(4)

FEB 17 1959

PERF. FILE

2/24/59

SUGGESTION #948-59

Suggestion made that present requirement to include original delinquency in closing report be discontinued.

Investigative Division does not concur with this recommendation. Manual of Instructions, Section 90, Q, 3, page 20, states that the synopsis of every closing report in SSA, 1948, cases shall clearly set forth specific nature of alleged violation and information concerning manner in which delinquency was removed.

The reason for this rule is that the National Headquarters of Selective Service receives a copy of only the closing report and to give them a full and complete picture of the violation as well as the manner in which the delinquency was removed, the above rule is necessary. This rule was approved many years ago at the request of the National Headquarters of Selective Service. National Headquarters of Selective Service does not have the staff or means to match and keep copies of all status reports as well as closing reports.

RECOMMENDATION:

That Suggestion #948-59 be disapproved and that the Training and Inspection Division so advise the San Juan Office, including the reasons for not approving it.

1 - A. G. Gilliland, R. 5228

ABF:bdw

-3-

Rest for ABF

*File
2 - encl.*

Routing Slip
FD-4 (Rev. 12-4-57)

Date 2/13/59

To

☒ Director

FILE #

Att. PLANNING SECTION, TRAINING & INSPECTION DIV.

☐ SAC Title SUGGESTION #889-59

☐ ASAC

☐ Supv. APPROVAL OF REPORTS BY
DICTATING AGENT

☐ Agent

☐ SE

☐ CC

☐ Steno

☐ Clerk

ACTION DESIRED

☐ Acknowledge

☐ Assign Reassign

☐ Bring file

☐ Call me

☐ Correct

☐ Deadline

☐ Deadline passed

☐ Delinquent

☐ Discontinue

☐ Expedite

☐ File

☐ Initial & return

☐ Leads need attention

☐ Open Case

☐ Return with explanation or notation as to action taken.

☐ Prepare lead cards

☐ Prepare tickler

☐ Recharge serials

☐ Return assignment card

☐ Return file

☐ Return serials

☐ Search and return

☐ See me

☐ Send Serials

to

☐ Submit new charge-out

☐ Submit report by

☐ Type

With regard to BU r/s 2/12/59 in above matter, it is felt that the present rule as outlined in the Manual is sufficiently clear to insure that dictating agent approves reports providing that the matter is properly handled by the submitting office. Field supervisors in reading a report for approval should first check to insure that dictating agent

SAC JAMES J. KELLY

☒ See reverse side

Office

BALTIMORE

2 ENCLOSURE
detached in TVE
66-2435

NOT RECORDED

2 MAR 11 1959

52 MAR 12 1959

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: February 16, 1959

FROM : SAC, Louisville

ATTENTION: PLANNING SECTION
TRAINING AND INSPECTION DIVISIONSUBJECT: SUGGESTION #889-59
APPROVAL OF REPORTS BY
DICTATING AGENT

Re Bureau memo 2-12-59.

Every feasible means of having Agents approve their own reports, preferably prior to transmittal, is believed desirable, however, there can be seen no advantage in placing a check mark over reporting Agent's name to indicate he was not available to read and approve report. This would only add to the already complex procedure of reviewing a report for approval on the part of the supervisor and would doubtless lead to many oversights which would probably be classified as form errors.

A study of availability of Agents to read reports in the Louisville Division has been made. It is impossible to determine the proportion of reports that Agents are available to read and initial prior to their transmittal, but it is the consensus of opinion this would probably not run over 25%. A large majority of reports are submitted by Resident Agents who naturally are not available to read them and cannot receive them after their transmittal for a matter of two or three days depending on the mail situation to each locality. The Agents in headquarters city are likewise frequently unavailable due to road trips, subpoenas, inspections, in-service, annual and sick leave, and due to numerous other reasons there are several absent each day.

The routing of reports following their approval by the supervisor to Agents for reading and initialing has been worked out as a routine, and although there are some disadvantages due to having files so frequently stripped and due to increased handling of mail, it is believed to be a wise and advisable procedure.

As to delaying reports for the purpose of having this accomplished, there seem to be a minority of reports which are not being submitted to meet some deadline or are ~~desired as~~ quickly as possible, and it is believed nothing would be accomplished by trying to delay reports for this purpose.

2 - Bureau

1 - Louisville

CEW:WW

(3)

Memo Bureau to SAC on 2/16/59-CEW

REC-65

61-5435-2268

MAR 11 1959

would not be offset by something as undesirable. I agree that it would reduce the possibility of filing without checking by Agents. It may reduce correspondence between the field and the Bureau, but would greatly increase it in the field itself. I agree it would minimize the possibility of errors in disseminated reports, however, as indicated I do not believe there would be sufficient of them that could be delayed for this purpose to help matters. As long as it is necessary to get the reports in quickly, I fail to see what advantage there would be in requiring supervisors to place a check mark over the Agent's name to indicate he had not read it.

It is realized this viewpoint is that of an office where work is done largely in a resident agency but I am aware there are a great number of such offices in the Bureau and that there are only the relative few metropolitan offices that might use this to advantage.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 3/2/59

FROM : Q. Tamm

SUBJECT: SUGGESTION #889-59
 SUBMITTED BY SA ROBERT M. MURPHY
 INVESTIGATIVE DIVISION

Tolson _____
 Belmont _____
 DeLoach _____
 McGuire _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

SYNOPSIS

Present regulations require that, when available to do so, Agents are to read reports dictated by them prior to dissemination or transmittal to Bureau. In any event, dictating Agents are to read and initial all reports within 30 days of date of report or at first practicable opportunity thereafter.

b6
 b7C

SA Murphy suggested in memo [redacted] to Mr. Rosen 1/28/59 (Bufile 66-2435-2232) to insure greater accuracy in reports received by Bureau that Agent who dictated report initial cover page transmitting same to Bureau indicating that he had read report prior to its transmittal. If Agent unavailable to do so, supervisor approving report should place check mark over reporting Agent's name to reflect Agent not available to read and approve report.

Views of SACs Baltimore, Cincinnati, Louisville, Philadelphia, St. Louis and Seattle were requested; all are flatly opposed. They feel procedure would accomplish little, if anything; would increase work of field supervisors and would result in useless administrative burden. Training and Inspection Division recommends unfavorably as (1) Agents now read reports when practical prior to submission to Bureau; (2) if Agents are further required to read reports, it would certainly cause delay; (3) suggestion would complicate field office administrative procedures and (4) in vast majority of cases, suggestion would produce no substantial result.

RECOMMENDATION: That suggestion not be adopted. If approved, no further action necessary as SA Murphy was thanked for his suggestion by letter 2/6/59.

ceh
 (3)

REC- 65

2 MAR 11 1959

MAR 5 1959

1 - Personnel file of SA ROBERT M. MURPHY (sent separately)

66-2435

Memo Q. Tamm to Mr. Tolson
RE: SUGGESTION #889-59

3/2/59

DETAILS

ADVANTAGES OF SUGGESTION: SA Murphy claims following advantages would accrue by adopting suggestion: (1) promote accuracy in reports, reducing possibility that report would be filed without ever being read by dictating Agent; (2) reduce correspondence from field to Bureau and vice versa; (3) minimize possibility of embarrassment in making corrections to reports which have been disseminated to U. S. Attorney prior to having been read by dictating Agent.

Since primary responsibility for accuracy of a report rests with dictating Agent and he is the one most familiar with contents of report, Agent's initials would serve as a flag to indicate that he had read his report. Suggestion should in no way impair or delay majority of reports since dictating Agent should be readily available to read and initial them. In routine cases where Agent is unavailable, a few days' delay in submitting report to accomplish afore-mentioned action would be justified from standpoint of insuring accuracy in report. In instances where reporting Agent not available to read report and the submission of report to Bureau cannot be delayed, approving supervisor would place check mark over Agent's name to reflect Agent was not available. This will insure that due regard was had for the pertinent instructions and that the report will be read and file copy initialed at earliest possible date.

OBSERVATIONS: Investigative and Domestic Intelligence Divisions concur with suggestion.

SAC Kelly, Baltimore, recommends unfavorably. He feels present rule is sufficiently clear to insure dictating Agent approves reports. Field supervisors in reading report for approval should check to insure that dictating Agent has approved same - in event he has not done so, the Agent, if available, can immediately approve it. If Agent is out of town for a few days, the report should be approved by supervisor, if it meets with his approval, and he could then through administrative channels either see to it that report is automatically sent back to Agent for approval or he could write Agent's name on office copy which will then be routed to dictating Agent. SAC Kelly does not feel it necessary that the SOG supervisor know that the dictating Agent has approved the report and believes that this procedure is an unnecessary administrative device. With present emphasis placed on further responsibility for dictating Agents, and with field supervisors having greater case loads, SAC Kelly believes supervisors will insure that dictating Agents will carefully review report to insure accuracy.

Memo Q. Tamm to Mr. Tolson
RE: SUGGESTION #889-59

3/2/59

SAC Mason, Cincinnati, recommends unfavorably. He feels suggestion is another process leading to nothing of value as it is a supervisory responsibility to route reports to Agents as needed. When Agent is unavailable, Cincinnati office follows practice of writing Agent's name on file copy of report so that it cannot be filed until it is appropriately initialed. SAC Mason does not believe it is pertinent for SOG supervisor to know whether the Agent has read and approved his report. With regard to suggester's observation that dispatch of some reports could be delayed a few days to permit Agents to initial them, SAC Mason commented that he is opposed to the delay proposal as nothing causes greater tribulation in the FBI than delay.

SAC Weeks, Louisville, recommends unfavorably. He believes suggestion would only add to the already complex procedure of reviewing reports for approval on part of supervisor and would doubtlessly lead to many oversights which would probably be classified as form errors. SAC Weeks advised that is the consensus of opinion in the Louisville office that probably not over 25% of the reports prepared are read by the dictating Agents in the Louisville office due to the large majority of reports prepared by Resident Agents who are naturally not available to initial their reports and headquarters Agents who are frequently unavailable due to road trips, subpoenas, inspections, in-service, annual and sick leave and due to numerous other reasons. SAC Weeks feels that although suggestion may reduce correspondence between field and Bureau, it would greatly increase paperwork in field itself. He sees no advantage to suggestion.

SAC Hennrich, Philadelphia, recommends unfavorably. He feels suggestion would create another administrative detail to be performed by the supervisor in connection with each report that is handled on the desk and, failure to remember to perform this additional detail would require administrative action in proper cases. This would involve more correspondence back and forth between the field and Bureau and present a correspondence problem which the suggestion seeks to eliminate. SAC Hennrich does not believe that there is any substantial problem at the present time which needs correction. Adoption of suggestion would require supervision of this additional administrative step at the SOG and it is his feeling that the administration of the initialing of reports and approval by dictating Agent should remain in the field.

SAC Howard, St. Louis, recommends unfavorably. He has discussed suggestion with supervisory staff and sees no advantages to be gained and does not see how the advantages claimed can be materialized through the suggested change.

SAC Hostetter, Seattle, recommends unfavorably. He stated that he is opposed to the current rule and the suggested change. His

Memo Q. Tamm to Mr. Tolson
RE: SUGGESTION #889-59

3/2/59

reasons for opposition are: (1) Agents presently are required to read and initial original of FD-302 (Interview Report) and SF-64 (Office Memorandum) and to some extent this requirement is a duplication of the rule requiring Agents to read and initial their reports. (2) Field supervisors presently are charged with full responsibility for reading and approving reports, and this becomes added duplication. (3) Rule requiring Agents to read and initial reports has a tendency to make them "rough draft dictators". They should marshal their facts and dictate accurately in the first place. (4) Field supervisors are inclined to scan over outgoing communications because in many instances their important sections have been proofread on two occasions by an experienced Agent. (5) Present rules and the suggested one result in considerable additional routing by clerical employees and result in additional delay in submission of reports. (6) Approximately 30% of the Agents assigned to Seattle serve in Resident Agencies and the present rule and its extension result in additional clerical duties in connection with charging out serials, pulling files, matching and returning serials to file.

970-59

Date

2/25/59

To:

Director, FBI

From:

JAMES C. DUNLAP
SAC, BALTIMORE 65-14

Employee assigned to (Division)

BALTIMORE

SUGGESTION

In the interest of uniformity, in the preparation of a non-prosecutive summary report, use FD-272 exactly as FD-263 is used in preparation of Investigative report.

Investigative Report

Current practice or rule (Include manual citation as well as facts)

Manual of Rules and Regulations, Part II, Sec. 4, Page 26, e states "Since these reports may be disseminated to outside agencies,

(See Pg. 2)

Advantages of suggestion

UNIFORMITY. Administrative data which is now set forth in letter to accompany FD-272 would be set forth on FD-272 and following a, b, c, etc. pages. These would be stapled to and immediately followed by the summary report itself on FD-204. If necessary to disseminate report to outside agencies, FD-204 could be detached from FD-272 as is currently done in other types of reports.

Disadvantages of suggestion

None

REC-25

66-135-2270

Annual Savings (Show basis for estimate)

None - but uniformity accomplished.

7 FEB 26 1959

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr.

☐ Mrs.

☐ Miss

JAMES C. DUNLAP, SPECIAL AGENT

Signature and Title of Suggester

Recommendations and comments of Division Head

It is believed suggestion has merit and should be adopted.

3 - Bureau (Enc. 20)

3 - Baltimore (66-2269)

(66-2431) (Pers. File DUNLAP)

JAMES J. KELLY, SAC

Signature and Title

HEL:df1 66 MAR 17 1959

Current practice (continued)

administrative data are not to be set forth. Such data are to be set out in a letter to accompany the report."

FEDERAL BUREAU OF INVESTIGATION

Reporting Office	Office of Origin	Date	Investigative Period
TITLE OF CASE		Report made by	Typed By:
		CHARACTER OF CASE	

Synopsis:

SUMMARY REPORT

Approved	Special Agent in Charge	Do not write in spaces below			
Copies made:					

ENCLOSURE

66-2435-2270 - FORM FD-272

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Copy to:

Report of:

Date:

Office:

File Number:

Title:

Character:

Synopsis:

66-2435-2518 ENCLOSURE

This document contains neither recommendations nor conclusions of any kind. It is the property of the FBI, and is a loan to your agency; it and/or its contents are not to be distributed outside your agency.

Routing Slip
FD-4 (Rev. 12-4-57)

Date 2/26/59

To

☒ Director, FBI

FILE #

Att. Planning Section,

☐ SAC Spec. Div. Title

SUGGESTION #889-59

☐ ASAC

APPROVAL OF REPORTS BY
DICTATING AGENT.

☐ Supv.

☐ Agent

☐ SE

☐ CC

☐ Steno

☐ Clerk

ACTION DESIRED

☐ Acknowledge

☐ Assign Reassign

☐ Bring file

☐ Call me

☐ Correct

☐ Deadline

☐ Deadline passed

☐ Delinquent

☐ Discontinue

☐ Expedite

☐ File

☐ Initial & return

☐ Leads need attention

☐ Open Case

☐ Return with explanation or notation as to action taken

☐ Prepare lead cards

☐ Prepare tickler

☐ Recharge serials

☐ Return assignment card

☐ Return file

☐ Return serials

☐ Search and return

☐ See me

☐ Send Serials

to

☐ Submit new charge-out

☐ Submit report by

☐ Type

Enclosure

☐ See reverse side

66 MAR 13 1959

SAC C.B. HOWARD

Office ST. LOUIS

NOT RECORDED

2 MAR 12 1959

RE: SUGGESTION #889-59
APPROVAL OF REPORTS BY
DICTATING AGENT

I have carefully considered the captioned suggestion and have thoroughly discussed it with our supervisory staff. I frankly see no advantage to be gained in the suggestion and do not see how the advantages stated can be materialized through the suggested change.

I recommend against its adoption.

W. H. 8 27 23

66-2135-

ENCLOSURE

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: February 27, 1959

FROM : Division Streamlining Committee

(Patrick D. Putnam - Chairman)

SUBJECT: SUGGESTION #953-59
NAME CHECK SECTION
STREAMLINING COMMITTEE

Tolson _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Reference is made to attached memorandum from Mr. Scatterday to Mr. Belmont dated 2/24/59 which recommends that the initial cover page of a report (Form FD-263) and any additional cover pages accompanying Bureau investigative reports be prepared on yellow paper rather than the standard white paper now used.

OBSERVATIONS:

Use of Yellow paper in
 Domestic Intelligence Division

The Domestic Intelligence Division (DID) Streamlining Committee has considered this suggestion and has noted that implementation of this suggestion would also necessitate, in the interest of uniformity, printing of the Form FD-305 (form used in security cases on individuals to record accuracy of Security Index (SI) card, evaluation of SI status, etc.) on yellow. In addition, this suggestion states that the difference in color would serve as an immediate flag that the information contained thereon is information to be retained in Bufiles and not to be disseminated. Inasmuch as Bufiles contain considerable material of a disseminative nature on yellow paper, it is felt that if this suggestion is adopted any instructions put out pertaining to its use should not imply that all information on yellow copy in Bufiles should not be disseminated.

It is further felt that adoption of this suggestion should not abrogate the current use of Form FD-272 (pink sheet front page) in summary reports.

RECOMMENDATIONS:

Domestic Intelligence Division Streamlining Committee recommends:

Enclosure

- 1 - Mr. Belmont
- 1 - Mr. Rosen
- 1 - Training and Inspection Division
- 1 - Division Streamlining Committee File
- 1 - Mr. Putnam

PDP/pmt
 (6)

EX-102
 REC-25
 66-1155-2271
 MAR 11 1959
 03 MAR 13 1959

Memorandum for Mr. Belmont
Re: SUGGESTION #953-59

1) Adoption of this suggestion with the provision that FD-305s likewise be printed on yellow paper.

2) This suggestion not be put into effect until such time as the current supply of FD-263s and FD-305s is exhausted.

3) This suggestion be referred to the Training and Inspection Division for its consideration and for acknowledgment.

g

RRP

I question this. It is another exception to a general rule, requires different paper & can cause confusion, all for little benefit. If it is to be considered, field views should first be solicited -

Q

*See addendum on
this suggestion to
the report 2/24/59 by
T + I Div 3/4/59 - 2 -*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: February 24, 1959

FROM : G. H. Scatterday *ghs*SUBJECT: SUGGESTION NUMBER 953-59
NAME CHECK SECTION
STREAMLINING COMMITTEE

Tolson	_____
Boardman	_____
Belmont	_____
Mohr	_____
Nease	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

SUGGESTION:

Research Analyst has suggested that the initial cover page, (Form FD 263) and any additional cover pages, accompanying Bureau investigative reports, be prepared on yellow paper, rather than the standard white now used.

PRESENT PROCEDURE

Form FD 263, presently used as the first cover page, and additional cover pages are prepared on white paper of the same color utilized for the remaining portions of the report.

ADVANTAGES

Form FD 263 and additional cover pages, if any, contain administrative information, which information is never disseminated outside the Bureau. As a safeguard and as an aid to the removal of administrative data from reports being disseminated, the preparation of the cover page(s) on yellow paper instead of white, would be of material value. The difference in color would serve as an immediate flag that the information contained thereon is information to be retained in Bufiles and not to be disseminated. As yellow paper is utilized for file copies of numerous Bureau documents, the color in itself would signify the nature of the material contained thereon.

DISADVANTAGES

None apparent.

DRR
DRR/nmn
(6) *nmn*

- 1 - Mr. Belmont
- 1 - Training and Inspection Division
- 1 - Personnel file of
- 1 - Name Check Section Streamlining Committee file
- 1 - Mr. Roderick

REC-29

b6
b7C

66-24335-2272

MAR 11 1959

ENCLOSURE - sent 3/5/59

67 MAR 17 1959

FILED

Memorandum to Mr. Belmont
Re: SUGGESTION NUMBER 953-59
NAME CHECK SECTION
STREAMLINING COMMITTEE

OBSERVATIONS

Both at the Seat of Government and in the field, a voluminous amount of material is disseminated outside of the Bureau. Under no circumstances should any information of an administrative nature such as that contained on the FD 263 and additional cover pages be made known to outside individuals or agencies. The job of deleting administrative pages at present requires that the person making the deletion actually read each page to be certain the proper number of pages are being deleted. It would seem that the changing of the color of paper comprising these pages would greatly facilitate the physical deletion of the administrative information and would be an absolute safeguard against the possible dissemination of administrative data. This matter has been considered by the Streamlining Committee of the Name Check Section and it has been recommended that the suggestion be adopted. It is realized that the adoption of such a suggestion would affect several Divisions at the Seat of Government and also all field offices. Therefore, it is being submitted for consideration.

RECOMMENDATION:

That this memorandum be forwarded to the Training and Inspection Division for appropriate acknowledgement and consideration.

ADDENDUM BY TRAINING AND INSPECTION DIVISION 3/4/59 - AGG:vfb

Assistant Director Belmont questions whether this suggestion should be adopted since it would be another exception to general rule, can cause confusion, and has little benefit.

We also are opposed to adoption of this suggestion as it would be an unnecessary expense with doubtful benefits. During past 5 years Bureau has considered and rejected similar suggestions on at least 13 occasions. Executives Conference has rejected the idea of colored administrative pages three times during same period. Now that administrative data are placed in cover pages to reports there is even less need for using colored paper since there is less chance of disseminating administrative pages now that they are on top of report and clearly evident. Initial cover page of a report is on a distinctive form entirely different - 2 - from first page of the report. We recommend suggestion not be adopted. *Attached letter should be sent.*

4/4 *2/4* *3/4*

SAC, Louisville

2/27/59

Director, FBI

**REPORT WRITING
HANDLING OF REPORT INSERTS**

b6
b7C

In connection with the recent suggestion submitted by [redacted] of your office relating to the administrative handling of report inserts, you are requested to advise as to the full procedure followed in your office with regard to the maintenance of copies of FD-302 and SF-64 to be used as inserts in reports. Do you now require that all such copies be entered as temporary exhibits to the case file which must be charged out when needed by the reporting Agent? Do you ever permit Agents to retain the typed copies of FD-302 and SF-64 until such time as they are needed for a report?

You also should explain why there is a need for requiring stenographic personnel to staple dictation slips for inserts to chargeouts when the inserts are charged out to an Agent. What is the reason you now place a chargeout slip inside the manila insert envelope when sending inserts to the reporting Agent? If you will furnish full information on this procedure, it will assist the Bureau in reaching a decision on Mr. Arnold's suggestion. Your reply should be marked for the attention of the Suggestion Desk, Training and Inspection Division, and should be submitted promptly.

AG:vf
(4)

NOTE: Re: Suggestion #923-59 proposing use of special envelope and procedures for maintaining and routing report inserts in Louisville Office. Inspector H. B. Fletcher has noted the suggestion indicates Louisville Office may be using procedures less desirable than those of other offices. Additional facts are needed before a decision can be made.

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

REC-12

46-213-2273
FEB 12 1959

DATE

March 5, 1959

To: Director, FBI

From: (Suggester's name)

Division of Assignment
DALLAS

b6
b7C

SUGGESTION

That the current provision relative to assembling cover pages, reports, etc., be made to apply specifically and only to Bureau copies, and that separate provision be made for the assembling and stapling of field office cover pages and reports, together with memoranda re informant reliability where applicable, together and only in the upper left corner.

Current practice or rule (include manual citation as well as facts)

MRR II-8-1a - Reports and cover pages stapled separately in upper left corner, then together in upper right corner, but handled as one communication.

Advantages of suggestion and annual savings (include basis for estimate)

In keeping with all other field office communications. Serves no purpose in field to have variance. Results in awkward handling of reports, as all other material can be handled from upper left corner, cover pages tear from reports under present system. No monetary saving, but employee time saved in assembling and subsequent handling.

Disadvantages of suggestion

None known unless some ~~objection~~ objection to variance in field SOG handling, which would appear to be negated by fact that handling at destination differs.

(The use by the United States of my suggestion shall not form the basis for any award or assignment upon the United States)

cc-designated for

Mr. ☐ Mrs. ☐ Miss ☒

Recommendations and comments of Division Head

This suggestion appears to have merit and it is recommended the Bureau consider making the suggested change.

REC-65

Special Agent in Charge

(Do not write in this space - for Bureau use only)

ack 3/12/59 - cc
T + to counseling
Memorandum from [illegible]
4-4-59 [illegible]
[illegible]

MAR 9 1959

PERS. FILES

SAC, Indianapolis (66-2485)

3/11/59

REC- 39 Director, FBI (66-2435)-2275

EX-101 REPORT WRITING

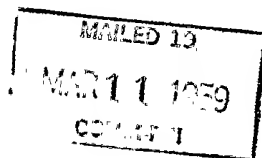
Reurlet 3/3/59.

In the example you gave, does not have to be set out either in cover page(s) or on FD-204. If she is put in, the word "VICTIM" should be included. Manual for Field Stenographer corrections will be made.

b6
b7C

LAF:mcc
(4)

Note: New examples for Manual for Field Stenographer have been prepared and will be sent to the field shortly.



Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 3/3/59

FROM : SAC, Indianapolis (66-2485)

Attention: Inspection and
Training Division

SUBJECT: REPORT WRITING

It has been noted that Revision Number 58 in the Manual for Field Stenographers dated 1/30/59, Section 3, Pages 25 and 26, shows an example of a WSTA report in which [redacted] is characterized as Victim on the cover page of the report. The FD-204 of this same report sets out the title as [redacted] with no reference to the fact that she is a Victim in the investigation.

b6
b7C

This office requests clarification as to whether or not the word Victim should as a matter of course be omitted from the FD-204.

2 - Bureau
1 - Indianapolis

EEO:a
(3)

101-23

REC- 39

2275

TWO

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: March 3, 1959

FROM : *aw* SAC, LOUISVILLE (66-1549)SUBJECT: REPORT WRITING
HANDLING OF REPORT INSERTS*INVESTIGATIVE**TAT*
ATTENTION: Suggestion Desk, *REPORTS*
Training and Inspection Division

Re Bureau letter dated February 27, 1959.

There is set forth below chronologically, the procedure followed in the Louisville Division with regard to the maintenance of copies of FD-302's and SF-64's to be used as inserts in reports, as a result of the interpretation of Paragraph Four a, No. 7, Page 11-a, Part II, Section 3, Manual of Rules and Regulations:

1. When an insert is typed, the stenographer or typist makes appropriate notations on the dictation slip, FD-77, and staples it to an FD-5. The name of the Agent to whom the insert is being forwarded, (the dictating Agent), is set out as the person to whom the insert is being charged out.

2. As a result of a discussion with all Agents at a semi-annual Agents' conference immediately after the receipt of the new instructions concerning the handling of inserts, it was determined that the Agents were almost unanimous in agreement that they did not care to retain these inserts until such time as they dictated their reports, and would prefer to immediately return them to the Chief Clerk's Office for filing after reading and withdrawing necessary information therefrom. With this thought in mind, and as a result of a supervisors' conference, it was decided that the best control could be established by having the stenographer immediately prepare the insert envelope at the time of typing of the inserts, making the necessary description on the manila envelope. *GR*

3. The inserts, with manila envelope and individual charge-outs attached, are then routed through the Chief Clerk's Office, where the charge-out slips for inserts are placed in the manila envelope and the inserts routed to the dictating Agent.

(2) - Bureau
1 - Louisville (66-1549)

JVC:cjh

(3)

1 cc retained in T. & I. Div.
REC-58

66-2435-2276

11 MAR 6 1959

EX - 135

67 MAR 19 1959

[Handwritten signature/initials]
TAT

LS 66-1549

4. The dictating Agent, upon the receipt of the inserts, would initial the original if the insert were correct, and would route the insert through the Chief Clerk's Office to the Agent to whom the case was assigned.

5. The Agent to whom the case was assigned was allowed to keep the inserts for a period of 45 days if he so desired, but as has been pointed out above, in most every instance, they were promptly returned to the file.

6. When returned to the Chief Clerk's Office for filing, the Chief Clerk's Office would match the charge-out in the manila envelope with the appropriate insert and replace the inserts in the manila envelope until such time as a report or other communication was dictated.

7. Originals of these inserts were not routed to the reporting Agent unless he was also the dictating Agent and needed to initial the communication for filing. In keeping with the suggestion of Part I, Section 48, Paragraph N, Page 39, of the FBI Handbook for Special Agents, the originals were serialized adjacent to the communication in which they were contained. The Agents were of unanimous opinion that this would facilitate the location of the FD-302's and SF-64's when needed for exhibits in court. When the inserts were used as pages in a communication, the stenographer or typist would make note of the fact that the insert was included in a communication of a given date on the FD-5 to which the dictation slip was attached.

8. When the file copy of the communication is filed, the charge-out slip relating to the insert is destroyed. Insert charge-out slips and extra FD-302's and SF-64's are routed across the supervisory desk, and when the communication is approved by the supervisor, he disposes of the extra copies of the FD-302's and SF-64's and the insert charge-outs. The envelope used to maintain the inserts is disposed of after it has served its purpose.

In answer to the specific questions asked in referenced Bureau letter, it is now required that all copies of FD-302's and SF-64's used as inserts in reports are entered as temporary exhibits to the case file and must be charged out when needed by the reporting Agent. Agents are permitted to retain the typed copies of FD-302's and SF-64's for 45 days, or until such time as they are needed for a report prior to that time. Stenographic personnel staple the dictation slips for inserts to charge-outs when the

LS 66-1549

inserts are charged out to an Agent, in accordance with the Manual of Rules and Regulations' instructions on Page 11-a of Part II, (7), set forth above. The charge-out slips are placed inside the manila envelope when sending inserts to the reporting Agent, inasmuch as they do not retain the inserts, and when the inserts are returned, these charge-outs are matched with the insert and replaced in the manila envelope. At the time the reporting Agent is ready to dictate his report and he requests all inserts be forwarded to him, the charge-outs are already prepared and it is merely a matter of removing the inserts from them for quick routing to the Agent. This system of placing charge-outs relating to inserts in the manila envelope was adopted, inasmuch as the Manual of Rules and Regulations requires that a note of the fact that an insert was included in a communication on a given date be set forth on the FD-5. In this regard, Clerk ARNOLD's suggestion would reflect considerable saving by lining out the entry on the manila envelope, and/or making appropriate notation on this envelope that the insert was included in a report instead of on the FD-5.

When the stenographer receives several inserts to be typed with regard to one case, and she types them all before routing back to the dictating Agent, she lists and describes all on one dictation slip and staples this to one FD-5. She numbers and describes these inserts on the manila envelope prior to routing to the dictating Agent.

The observations of Clerk ARNOLD relate to a system which, it is felt, would improve the operation. This problem would not exist to any great degree if Agent personnel retained these inserts until such time as they dictated their reports; however, in view of the inconvenience of retaining them, the aforementioned system was adopted. It is believed necessary to maintain control of the greatly increased clerical, stenographic and Agent operations necessary in handling so numerous inserts.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont 1 - Mr. Belmont
 1 - Liaison
 1 - Training & Inspection Div.
 FROM : Mr. R. R. Roach 1 - Mr. Ferris
 SUBJECT: LEGAL ATTACHE REPORTING PROCEDURES

DATE: March 4, 1959

Tolson _____
 Belmont _____
 DeLoach _____
 McGuire _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Letter 2-20-59 from the San Diego Office raised the question concerning the reporting of information received from the Legal Attaches. Present manual provisions call for the use of the office's abbreviation before all "T" symbols (SF T-1). The border offices on occasions incorporate in their reports information received from the Legal Attache in Mexico and, therefore, San Diego requested instructions regarding the designation of "T" symbols in their reports.

Legal Attache reporting procedures provide for information to be prepared in a letterhead memorandum form under a cover page (Form 263) so that the letterhead memorandum can be disseminated to other agencies without revealing our operations abroad or identifying in the files of other agencies our personnel abroad. It is not desirable for the Legal Attaches to use the initials of their offices with their "T" symbols in letterhead memoranda since the memoranda carry a Washington, D.C., heading and in order to protect our operations abroad, do not indicate the country where they were prepared. Current manual instructions also provide that when the domestic field reports information received from Legal Attache sources, the source is to be described adequately without indicating the country where the source is located.

It is believed that in order to continue concealment of our sources abroad and not jeopardize our operations, the Legal Attaches should continue as in the past merely to use "T" symbols without preceding those symbols by the initials of their offices. When and if that information is incorporated in domestic field reports, however, the domestic field reporting office should utilize its own initials when setting forth the information under a "T" symbol.

RECOMMENDATIONS:

1. It is recommended that the attached letter be sent to San Diego and all border offices as well as the Legal Attache in Mexico incorporating the above recommendation.

EX-132

2 ENCLOSURE

2. Attached is a proposed change for the FBI Handbook in accordance with the above suggestion since the question of reporting information from Legal Attache sources will arise in other field divisions.

Enclosures (2)
 NLF:ef (5)

REC-23

MAR 18 1959

62 JUN 31 1959

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2-ful

2 - Orig. & 1 1 - Training and
1 - Yellow Inspection
1 - Liaison 1 - Mr. Ferris
1 - Mr. Belmont

March 4, 1950

PROPOSED CHANGE IN
FBI HANDBOOK

Part I, Page 60, Item k (1), of the FBI Handbook, should be amended to read as follows:

k. When reporting information obtained from sources that are to be concealed

(1) A T symbol may be used in other than criminal- and civil-type cases. (See H. of I., vol. IV, sec. 107, for instructions for reporting information received from security informants and H. of I., vol. IV, sec. 108, for criminal informants.) Each office (including those submitting inserts) is to put its abbreviation before all T symbols in all cases; e.g., a San Francisco report containing inserts from Los Angeles might have SF T-1 and LA T-1. Except in security matter, espionage, and internal security cases, when an office designates a particular T symbol to be used in the place of the name of a particular informant in the first report by that office in a case, the same T symbol should be used for that particular informant throughout the first report and all subsequent reports by that office in order to avoid confusion about the number of informants in a case. When incorporating in domestic field reports information from legal attaché sources whose identity must be concealed, the T symbol should be preceded by the abbreviation of the reporting domestic field office.

NOTE: See memorandum Roach to Belmont, same date, captioned "LEGAL ATTACHE REPORTING PROCEDURES." NLF:ef

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

NLF:ef 11
(7)

MAIL ROOM ☐ TELETYPE UNIT ☒ ENCLOSURE 2277

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 3/3/59

FROM : SAC, CINCINNATI

SUBJECT: SUGGESTION PROGRAM

Suggestion # 988-59 INVESTIGATIVE REPORTS

Attached is a suggestion submitted by SA RICHARD F. LALLY concerning the use of the word "interoffice" after references in a report.

The Streamlining Committee of this office has examined a number of reports and noticed that most agents set forth the reference completely, i.e., "Cincinnati letter to Indianapolis, 12/9/58."--consequently the use of the word "interoffice" thereafter appears superfluous. Recommend suggestion not be adopted.

- 2 - Bureau (Enclosures - 3)
- 2 - Cincinnati (1 - 67-2850)
- (1 - 66-2933)

RFL:pat
(4)

ENCLOSURE - 1 retained in T + I Div.
1 document per Lally's
from 6-13-58

REC-4
6-13-58
MAR 4 1959
2278
31

EX-135

F104
57 MAR 25 1959

Date

3/3/59

To:
Director, FBI

From: (Suggester's name)
RICHARD F. LALLY, SA GS-12.

Division of Assignment
CINCINNATI, OHIO

SUGGESTION

It is suggested that when setting forth as references on FD-263, communications, copies of which have not been furnished to the Bureau, it no longer be required that the word "interoffice" in parentheses appear after such references, and that instead it be required that each reference be identified by sending and receiving offices and date, when the reference is other than a report.

It is pointed out that MRR, Part II, Section 4, E, 1 (d) (page 10) enumerates the very limited instances wherein it is permissible that copies of communications not addressed to Bureau be furnished the Bureau. Therefore, in the overwhelming majority of the Bureau's work (continued on P. 2)

Current practice or rule (Include manual citation as well as facts) MRR, Part II, D, 1 (h) -
"Reference to communications, copies of which have not been furnished to the Bureau but only to auxiliary offices shall be identified by adding word "interoffice" in parentheses."

Advantages of suggestion and annual savings (include basis for estimate)

Elimination of dictation and transcription of the excess word, "(interoffice)" which, it is estimated, will appear conservatively an average of two times on at least 75% of the FD-263's submitted by the field. Although the actual savings which may be derived as a result of the adoption of this suggestion cannot be accurately estimated at any one field office, it is believed they would be substantial.

Disadvantages of suggestion Will require complete identification of communications set forth as references including: From, To, Date, and Title, if different. In the case of teletypes sent to Director, FBI, and other offices, it will be necessary to identify as a teletype from sending office to Bureau rather than to one of offices also receiving same. (Cont'd P. 2)

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr. ☐ Mrs. ☐ Miss

Richard F. Lally
ENCLOSURE
Signature and Title of Suggester

Recommendations and comments of Division Head

UNFAVORABLE

Current instructions are adequate.

REC-4
66-2435-2278
Chamson, SA
Signature and Title

(Do not write in this space - for Bureau use only)

20 MAR 19 1959

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empl's pers files

2

SUGGESTION: (continued from page 1)

not falling under this section, it will be obvious from the identification of the reference whether or not that communication was furnished the Bureau. For example, the reference, "Cincinnati letter to Indianapolis 12/9/58" obviously was not furnished the Bureau because it was not addressed to the Bureau. In the cases falling under MRR, Part II, Section 4, E, 1 (d), when Bureau is Office of Origin, the exceptional instances when copies of communications were not furnished the Bureau can be identified by the word "(interoffice)", if set forth as references on FD-263. It is believed this latter situation will definitely be the exception rather than the rule.

DISADVANTAGES OF SUGGESTION (continued from page 1)

It is believed that this practice is being followed in almost all instances at present and, accordingly, will not constitute any major or drastic change in procedure.

93-57

3/3/59

To: Director, FBI

From: SA

Division of Assignment
BALTIMORE

b6
b7C

SUGGESTION

Discontinue submission of Parole Reports (Form No. 2).

MAR 5 1959

Current practice or rule (include manual citation as well as facts) Office of prosecution must submit a Parole Report promptly after subject sentenced in Bureau case to imprisonment for more than 180 days. Part I, Pg. 69, Handbook.

Advantages of suggestion and annual savings (include basis for estimate)

Savings in clerical, stenographic and agent time. Bureau Parole Reports consist of an outline of the offense, details of the prosecution and aggravating or mitigating circumstances. Information for the Parole Report is developed during the course of the regular investigation and the information is contained in the regular investigative reports, copies of which are furnished to the U. S. Attorney. It is noted that the U. S. Attorney's Office also submits Parole Reports in all cases, including Bureau cases, in which the subject is sentenced to more than 180 days. The Parole Reports submitted by the U. S. Attorneys include the same information which is set forth in Bureau Parole Reports plus (See Page 2)

Disadvantages of suggestion

U. S. Bureau of Prisons may have some particular reason why the reports are desirable.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr.

☐ Mrs.

☐ Miss

SPECIAL AGENT

Signature and Title of Suggester

Recommendations and comments of Division Head

Believe suggestion has merit and recommend it be approved.

3 - Bureau (Enc. 11)
3 - Baltimore (66-2269)
(66-2431) (Pers. File)

SPECIAL AGENT IN CHARGE

Signature and Title

(Do not write in this space - for Bureau use only) CLK:df1 (6)

REC-9 66-2435-2279

7 MAR 5 1959

EX-101

66 MAR 24 1959

Advantages of Suggestion (Cont'd)

additional information such as the U. S. Attorney's and Judge's comments relative to parole. Information available to the Bureau office in preparation of the Parole Report is available to the U. S. Attorney in the regular Bureau investigative reports submitted to him.

Enclosed for the information of the Bureau is a copy of the form used as a Parole Report by the U. S. Attorneys.

In addition, it is noted that the U. S. Probation Offices submit reports to the institution of incarceration in all cases in which a defendant is sentenced to a penal institution and was less than 22 years of age at the time of the offense. The report contains the same information as contained in Bureau Parole Reports plus the results of an extensive background investigation by the U. S. Probation Office. In many instances similar reports are submitted by the U. S. Probation Office at the request of the court, either before or after sentencing, in cases involving a defendant who is 22 years or older.

Submission of the Parole Reports by the Bureau appears to be superfluous.

REPORT ON CONVICTED PRISONER BY UNITED STATES ATTORNEY

Name _____ Court Docket No. _____
Offense _____ Viol: Title _____ Sec. _____
Date sentenced _____ Term imposed _____
Fine: (Committed -- Not Committed) _____ Plea _____
Maximum term and fine possible _____
Trial Judge _____ Defense Attorney _____
District _____ City _____

1. Give date and full details of offense committed, including any aggravating or mitigating circumstances. (Continue on separate sheet if necessary.)

Instructions:

This form is to be completed in triplicate, with two copies for the Warden or Superintendent of the institution to which prisoner is committed, and one copy to be retained. Promptness in completing and forwarding this report to the institution is essential as the information it contains is needed by the staff for security evaluation and program planning. Full information is especially needed on details of the offense. (Item No. 1.)

If possible, the report should be completed and given to the U.S. Marshal to be included with the commitment papers for delivery to the institution with the prisoner. If not completed in time for delivery by the Marshal, it should be completed as soon thereafter as possible and mailed to the institution.

The Board of Parole will appreciate receiving a subsequent report of any other facts or information which may be relevant to parole decisions and which come to your attention after this report is filed.

66-2435-2279
ENCLOSURE

2. Codefendants and associates (if any) and sentences imposed. If known, give name of institution to which committed.
3. Is prisoner wanted by you or other authorities for additional offenses, or for deportation? By whom? For what? Give specific information.
4. Was prisoner of assistance to the Government? Explain fully.
5. Do you regard the prisoner as a menace to society, an habitual criminal, or occasional offender, a victim of temptation, or a mental case?
6. Additional information pertinent to the determination of suitability for parole.
(For example: trials on probation, if any, and outcome; criminal associations - extensive, slight, other; reputable associations and influences; extent of public injury; public reaction to offense - hostile, neutral, approving, other; other types of information not covered in these suggestions.)
7. U. S. Attorney's comment relative to parole.
8. Judge's comment relative to parole.

Signed _____ Date _____
United States Attorney

FEDERAL BUREAU OF INVESTIGATION

Form No. 2

THIS CASE ORIGINATED AT

FILE NO.

REPORT MADE AT:	DATE WHEN MADE:	REPORT MADE BY:
NAME OF CONVICT WITH ALIASES:		
VIOLATION:		PAROLE REPORT
(DO NOT WRITE IN THESE SPACES)		
APPROVED AND FORWARDED	SPECIAL AGENT IN CHARGE	RECORDED AND INDEXED:
COPIES OF THIS REPORT FURNISHED TO:	FEDERAL BUREAU OF INVESTIGATION	CHECKED OFF:
	DEPARTMENT OF JUSTICE	JACKETED:
	ROUTED TO: 66-2435-2279	FILE:

PROPERTY OF FBI—This confidential report and its contents are loaned to you by the FBI and are not to be distributed outside of agency to which loaned.

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont *alb*

DATE: 3-19-59

FROM : J. A. Branigan *JAB*

SUBJECT: REVISION OF SECTION 105 (INTERNAL SECURITY - NATIONALISTIC TENDENCY) OF THE MANUAL OF INSTRUCTIONS

Mr.
 Boggs
 Belmont
 Mohr
 Nease
 Parsons
 Rosen
 Tamm
 Trotter
 W.C. Sullivan
 Tele. Room
 Holmes
 Gandy

Pursuant to your request, Section 105, Manual of Instructions, has been reviewed for the purpose of eliminating unnecessary report writing instructions contained therein. This Section has been reviewed with a representative of the Training and Inspection Division and the attached suggested manual revision is in accordance with that review.

RECOMMENDATION:

It is recommended that the attached suggested manual revision be routed to the Training and Inspection Division for approval and appropriate revision of the Manual. No policy changes are involved.

Enclosure

ETP:cvg

(6)

1 - Belmont

Branigan

1 - Training and Inspection Division

1 - Shroder

1 - Turner

NOT RECORDED
 10 MAR 18 1959

MAR 17 1959

MAR 23 1959

Investigation Reports March 5, 1959

PROPOSED CHANGE IN THE MANUAL OF RULES
AND REGULATIONS AND THE FBI HANDBOOK

Part II, Section 4D, 2b, (11), (a), page 19, of the
Manual of Rules and Regulations and Part I, Section 49B, 2k,
(1), page 60, of the FBI Handbook should be revised to read as
follows:

A T symbol may be used in other than criminal- and
civil-type cases. (See M. of I., vol. IV, sec. 107,
for instructions for reporting information received from
security informants and M. of I., vol. IV, sec. 108, for
criminal informants.) Where T symbols are used in
reports, the office submitting a report will prefix all
T symbols therein with its office abbreviation unless, of
course, inserts from another office are included in that
report. If inserts from an office, other than the
reporting office, are included in a particular report, all
T symbols included in the inserts should be prefixed with
the office abbreviation of the office which prepares the
inserts. If application of the foregoing rule in a specific
instance tends to disclose the identity of an informant,
proper reporting precautions should be taken in order to
avoid such disclosure. Except in security matter, espionage,
and internal security cases, when an office designates a
particular T symbol to be used in the place of the name of a
particular informant in the first report by that office in a
case, the same T symbol should be used for that particular
informant throughout the first report and all subsequent
reports by that office in order to avoid confusion about the
number of informants in a case.

IN RECORDED COPY FILED IN 66-1147-59

MAR 9 11 47 AM '59

FBI

REC'D-READING ROOM

Based on memo Q. Tamm to Mr. Tolson 3/5/59 - ceh -
RE: SUGGESTION #984-59, SUBMITTED BY SA JOHN HENRY KLEINKAUF
DOMESTIC INTELLIGENCE DIVISION.

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Sullivan _____
Room _____

NOT RECORDED

20 MAR 16 1959

TELETYPE UNIT ☐

MAR 19 1959

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. D. J. Parsons

DATE: March 18, 1959

FROM : W. D. Griffith

SUBJECT: INVESTIGATIVE REPORTS

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	✓
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Mr. Tamm's memorandum to Mr. Tolson 3/13/59. requests each Division study the points and questions raised by [redacted] Assistant Attorney General, in his 3/11/59, memorandum. The various points raised by [redacted] will be the subject of comment in paragraphs numbered in conformance to the numbered paragraphs in [redacted] memorandum.

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1. The Laboratory Division utilizes eight different reports. Five copies of each report are attached with the top copy only containing typed information setting forth circumstances under which each type of report is utilized.

2. The Laboratory performs scientific examinations for state, county and local police departments, other agencies and in some instances for police agencies of other friendly countries. If information, particularly in fraudulent check cases, comes to our attention from a contributor of evidence, Bureau or other, and we determine the evidence relates to a criminal matter in which another agency has an interest, we take the necessary action to see that all parties are appropriately advised. Our authority for conducting examinations and dissemination of information is twofold: (a) Organization order #175-59 issued by Department under date of January 15, 1959, Section 16, Item (7) and (b) Testimony by Director before the Appropriations Committee which includes information to Congress concerning services rendered by FBI Laboratory.

3. As is indicated in the foregoing paragraph we conduct examinations for and disseminate information to (a) other Government agencies, (b) state, county and local police agencies, (c) in some instances police agencies of other [redacted]

b7D

4. General Bureau policy and procedure apply in the Laboratory to the maintaining in confidence information contained in our investigative reports.

1 - Mr. D. J. Dalbey, Room 5232

Enclosures (40)

WDG:mb
(5)

58 MAR 24 1959

REC- 53 66-2435-2280

2-170

Memorandum to Mr. Parsons
Re: Investigative Reports

5. Laboratory Division has no additional recommendations directed toward authority for dissemination or authority for protecting information in our files.

RECOMMENDATION: That this memorandum and enclosures thereto be forwarded to the Training and Inspection Division, attention Supervisor D. J. Dalbey, Legal Research Desk.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 3-17-59

FROM :

SUBJECT: INVESTIGATIVE REPORTS

Tolson _____
 Belmont _____
 DeLoach _____
 McGuire _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Reference is made to Mr. Tamm's memorandum for Mr. Tolson dated 3-13-59 referring to a request from the Department for all copies of investigative report forms and information on the Bureau's authority to disseminate information contained therein to outside agencies.

The Files and Communications Division does not have authority nor do we disseminate investigative reports or affirmative information contained therein. There are two occasions when we refer the negative type information to the effect that there is "no record" in our files as follows:

(1) Under the Security of Government Employees name check program and its predecessor, the Presidential Directive referred to as the Loyalty Program, we stamp name check forms with the following data:

"No Derogatory Data
 FBI Files
 (date)
 Not to be Considered
 as Clearance"

These so-called "no record" name check forms are all sent back to the Civil Service Commission from which they are received based on a check of our files. Where any affirmative information is developed, the form is referred to either the Investigative or Domestic Intelligence Division for appropriate action.

(2) Based usually on a request from a U. S. Attorney in impersonation cases, the Records Branch submits an affidavit sworn to by the writer and certified by the Attorney General for use in the trial of the subject. These requests are in every instance relayed through our field offices and the substantive supervisor in the Investigative Division. The affidavit in nearly every instance states that a check of the Bureau's records reflects that the subject of the particular case "is not now nor has he ever been an employee of the FBI." This procedure has been in effect

FWW:neb
 (3)

NOT RECORDED
 170 MAR 24 1959

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Memorandum to Mr. McGuire
Re: Investigative Reports

3-17-59

since approximately 1952 when under the amended Rules of Federal Procedure affidavits were accepted in court in cases of this kind rather than the direct personal testimony of a representative from the Bureau. The certification by the Attorney General, which is simply a brief statement that identifies the writer as an official of the Records Branch, is secured as needed from [redacted]

b6
b7c

[redacted] Personnel Office, Department of Justice.

On rare occasions this procedure is extended to encompass other information usually relating to former employees, such as entry on duty data or separation from service information. In every instance, however, this type of affidavit is specifically cleared with attorneys in the Department.

These are the only instances in which information from the Bureau's files is disseminated outside the Bureau by this Division.

RECOMMENDATION:

For referral to the Training and Inspection Division.



SAC, Louisville (66-1549)

3/19/59

I
Director, FBI

REPORT WRITING
HANDLING OF REPORT INSERTS

ReBulet 2/27/59 and urlet 3/3/59 in connection with the consideration of a suggestion submitted by [redacted] of your office. A detailed study has been made of the procedures being followed by the Louisville Office in handling report inserts and the following observations are submitted for your consideration and assistance in streamlining these procedures.

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1. The chargeout slip (FD-5) should be placed in the file in the same manner as any other chargeout slip. The attaching to it of the dictation slip (FD-77) takes care of the necessary description of the item being charged out and makes it unnecessary to otherwise describe it.
2. In most offices Agents are retaining inserts until needed for use in reports but there is no objection to maintaining them in the file. Agents should not be required to return inserts to the Chief Clerk's Office. Inserts can be charged out for 45 days the same as any other file material and can be recharged once if necessary. Stenographers should route inserts direct to the dictating Agent in absence of instruction to route them to some other Agent. This can be accomplished with a routing slip. There is no objection to placing the insert in a manila or cellophane envelope to protect it while being transmitted to the Agent. At this point it appears to be unnecessary to require that the manila envelope reflect a description of the insert.
3. Chargeout slips should not be placed in any envelope and an empty manila envelope should not be placed in the file in the expectation that the insert will be returned to the Chief Clerk's Office. When an insert is charged out of the file, it should be transmitted in the manila envelope in which it has been retained.
4. If an insert is routed from one Agent to another, the routing should be as direct as possible and a recharge of the insert submitted in a manner similar to the recharge of a serial being routed from one Agent to another. Recharge will be by proper description unless Agent so routing it can effect the recharge on the chargeout slip to which the dictation slip is stapled.

REC-53 66-2755-2281

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Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

AGG:vfb
(4)

NOTE: Based on memo Q. Tamm to Mr. Tolson, 3/18/59
re: Suggestion #923-59, Submitted by [redacted]
[redacted] Louisville Division. AGG:vfb

b6
b7C

MAIL ROOM ☐ TELETYPE UNIT ☐

Letter to Louisville

Re: Report Writing, Handling of Report Inserts

5. If an insert is returned to the Chief Clerk's Office for filing it should be placed in a manila envelope which should have an entry reflecting the contents. There is no objection to placing several different inserts in a single envelope but there is no requirement that all inserts must be contained in one envelope. If inserts are received in an envelope and the contents are described, place it into the file as received. Destroy chargeout slips on all inserts retained in file. Personnel should keep the need for economy in mind and entries on envelopes as to contents should be legible if in handwriting, or typewritten, so as to permit re-use of envelopes as often as conditions will permit by simply crossing out entries when inserts are used.

6. Originals of Interview Report form (FD-302) and SF-64 may be filed as soon as approved by the dictating Agent. While it is preferable to file these originals adjacent to the communication in which used, you should set up no procedure to force this to occur without exception.

7. There is no need for chargeout slips relating to inserts to be handled by anyone other than personnel in Chief Clerk's Office or the stenographer preparing or making notations thereon. A chargeout slip for an insert is destroyed when the insert is returned to file in same manner as where a serial is returned. When an Agent charges out a file for dictation he need not charge out separately the inserts maintained in the file. The requirement that a notation be made on the chargeout slip that the insert was used in a communication covers the situation where there is a chargeout slip in the file, the insert being actually charged out. You should set up no procedures to retain the original chargeout slip until the communication containing the insert clears.

Inserts should be handled and charged out in a manner similar to the regular manner used in handling a serial which has not yet been serialized. Normally, inserts will be received for filing in a manila envelope. It is believed that the added expense of printing lines and headings on these envelopes is unnecessary and would add very little assistance in their use. The clerical operation then would be (1) destroy chargeout slip, (2) place envelope under file cover. If later charged out, the clerical operation would be (1) remove envelope and route by use of a routing slip, (2) place chargeout slip in file.

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: 3/18/59

FROM : W. A. Branigan

SUBJECT: INVESTIGATIVE REPORTS

1 - Mr. Belmont
 1 - Mr. Tamm
 1 - Mr. Branigan
 1 - Mr. Baumgardner
 1 - Mr. Bland
 1 - Mr. Roach
 1 - Mr. Scatterday
 1 - Mr. W.C. Sullivan
 1 - Mr. Whitson

Tolson _____
 Boardman _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Memorandum Mr. Tamm to Mr. Tolson, 3/13/59 attached copy of memorandum re "Investigative Reports" dated 3/11/59 from Assistant Attorney General Wilkey, Office of Legal Counsel. Wilkey's memorandum asked five questions regarding dissemination of information from FBI reports to persons outside the Department of Justice. The questions propounded and comments thereon are set forth below:

1. Copies of all investigative report forms, including those of any field offices, utilized by your Division, Office, or Bureau.

Comment: Training and Inspection Division is handling this on Bureau-wide basis and separate reply from Domestic Intelligence Division not necessary.

2. Copies of, or file references to, any current specific authorization of the Attorney General permitting the disclosure of any information obtained from any such report to any person outside this Department.

Comment: The nearest current specific authorization of the Attorney General is found in the new Departmental Organization Order Number 175-59 signed by the Attorney General and effective 4/1/59 (62-55047-1046). On page 26 of this Organization Order it is stated that the Director of the Federal Bureau of Investigation shall carry out the Presidential Directive of 9/6/39 as reaffirmed by Presidential Directives of 1/8/43, 7/24/50 and 12/15/53. The Presidential Directive states that the FBI is charged with correlating information relating to espionage, sabotage, subversive activities, and related matters, and has the responsibility of referring matters under the jurisdiction of any other Federal agency to the appropriate agency. This is a clear authorization to make disclosure in the course of official business on a "need-to-know" basis to other Federal agencies.

3. If it is the existing practice of your Division, Office, or Bureau to furnish some such information to any such person without

66-7225

LW:smk
(10)

66-2435-
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 170 MAR 24 1959

66-7225-1435
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Memorandum from Mr. Branigan to Mr. Belmont
Re: Investigative Reports
66-7225

authorization under the above named Orders, an enumeration of categories of such information, the classes of persons to whom it may be furnished, and a statement of the reasons and authority for so doing.

Comment: Other bases for dissemination of information to persons outside the Department are found in the Delimitations Agreement between the FBI and the armed forces approved 2/23/49, as amended; the National Security Act of 1947 (with regard to the Central Intelligence Agency); Executive Order 10450 (with regard to name checks of all civil applicants and civil incumbents of any department or agency of the Executive Branch of the Federal Government); National Security Council Intelligence Directive Number 1 approved by the President, 9/15/58 (establishing the U.S. Intelligence Board on which the FBI is represented); and Atomic Energy Act of 1954, as amended (with regard to exchanging information with the Atomic Energy Commission).

(The foregoing items are mentioned in ^{PART II,} Section 5, Manual of Rules and Regulations, and Section 102, Manual of Instructions.)

With regard to release of classified defense information to foreign governments, provided for in the President's memorandum of 9/23/58 and his Directive of the same date establishing basic policy governing such release, the Attorney General, by memorandum of 11/7/58 to the Director, approved procedures to be followed by the Bureau (66-19020-16 and 17).

4. Any statutory or other authority, in addition to the Attorney General's order, which prohibits, limits, or restricts the dissemination of such information.

Comment: Control of dissemination is stressed in Order Number 3464, Supplement Number 4 (revised) and Order Number 3229 (revised) dated 1/13/53. These are the Orders upon which the Department's inquiry was predicated. Limitations and restrictions on dissemination of information are contained in the items mentioned above authorizing such dissemination. However, Executive Order 10501 places certain restrictions on the handling of classified information. Chapter 37 of Title 18, U.S. Code, Sections 791 - 799, contain restrictions on dissemination of information to unauthorized persons. The same is true of the Atomic Energy Act of 1954, as amended, with particular reference to control of "restricted data" as contained in Title 42, U.S. Code, Sections 2271 through 2279.

Other restrictions on dissemination of information appear in the Internal Security Act of 1950 as codified in Title 50, U.S. Code, Sections 783 (b) and (c).

Memorandum from Mr. Branigan to Mr. Belmont
Re: Investigative Reports
66-7225

5. Any administrative recommendation or comment that may seem to be appropriate to you in respect of the matter covered by the survey.

Comment: In view of the coverage of dissemination by existing Orders, Directives, and Statutes, no administrative recommendations appear necessary at this time from the standpoint of dissemination of information by the Domestic Intelligence Division.

RECOMMENDATION:

It is respectfully recommended that this memorandum be brought to the attention of the Training and Inspection Division.

AW DEM

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Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI DATE: 3-17-59
Atten: Training and Inspection Division

FROM : *rdg* SAC, SPRINGFIELD (66-1379)

SUBJECT: REPORT WRITING

Present regulations concerning information relating to the armed and dangerous status of any subject require that this information appear in form FD-263 and also appear at the end of the synopsis on FD-204.

It also appears to be the present practice that the same information is set forth on the last page of form FD-204. This appears to be an effort to comply with the basic regulation that synopsis and details must agree. I have also noted in the past that errors have been charged by inspection teams for failure to set forth the armed and dangerous statement at the end of FD-204.

Since the purpose of setting forth armed and dangerous information is to alert the agents to the circumstances, it is my opinion that this is amply accomplished by such statements in the FD-263 and at the end of the synopsis in the FD-204. It is my recommendation that in the interests of typing economy that the field be permitted to eliminate the repetition of this statement at the end of the FD-204.

2 - Bureau
1 - Springfield
RDG:VLS
(3)

REC-32

66-2435-2282

11 MAR 23 1959

TWO

SAC, Springfield (66-1379)

3/20/59

Director, FBI *66-2435 - 2282*

REC-32
REPORT WRITING

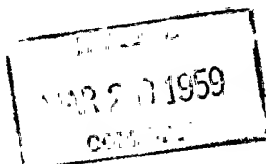
66-135
Reurlet 3/17/59 concerning regulations applicable to the armed and dangerous status of a subject.

Present regulations require that the armed and dangerous status of the subject appear at the end of the synopsis on FD-204. There is no requirement that this same information appear in form FD-203 and other cover pages. When information is first developed that the subject is armed and dangerous, it is necessary that the information be recorded in the details of the report. It is not required that the information appear over and over again in the details of other reports. The current regulations in this respect are no different from the regulations which have existed for the past several years.

It is noted that you state that in the past errors have been charged by inspection teams for failure to set forth the armed and dangerous statement at the end of the FD-204 details. The Bureau cannot identify the occasion when such errors were charged, and you should advise as to your source of information in this regard so that appropriate instructions may be issued to the personnel concerned.

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(4)

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____



MAR 26 1959

MAIL ROOM ☐

TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 3/18/59

FROM : Q. Tamm

SUBJECT: SUGGESTION #923-59
SUBMITTED BY [REDACTED]
LOUISVILLE DIVISION

Tolson _____
 Belmont _____
 DeLoach _____
 McGuire _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

SUGGESTION: That manila envelopes be prepared with lines printed thereon and certain headings to be used for listing report inserts deposited in the envelopes pending their use in investigative reports. A number would be assigned to each insert which would permit discontinuing stapling dictation slips to chargeout slips to identify inserts routed to Agents from stenographers. Also suggested that stenographers prepare a 3- by 5-inch card bearing name of Agent to whom insert should be routed and attach it to insert when typed. Also, that practice of placing chargeout slips inside the manila envelope which has held the insert be discontinued and instead use regular serial and file chargeout form but preface listing of insert number with letter "I" to identify it as an insert.

PRESENT PROCEDURE: Manual of Rules and Regulations, Part II, Section 3, page 11a, provides that when a report insert is typed, the stenographer is to make appropriate notation on the dictation slip (Form FD-77) and staple it to a chargeout slip (Form FD-5) which will reflect the name of Agent to whom insert is being forwarded. The Agent may retain the insert for 45 days or if not immediately needed he may return it to Chief Clerk's Office where it will be maintained in an envelope with the file. The envelope must be clearly marked as to contents and any chargeout slips relating to such inserts shall be destroyed when the file copy of the report is filed which incorporates the inserts. When an insert is used as pages in a report, the stenographer is required to note that fact on the chargeout slip.

ADVANTAGES STATED: [REDACTED] believes adoption of his suggestion would provide a more efficient procedure for handling report inserts.

OBSERVATIONS: A review of this suggestion indicated the possibility that Louisville Office might be using procedures less desirable than those of other offices since the suggester had proposed doing much more than is deemed necessary in most other offices. Bulet of 2/27/59 requested details of

Enclosure *sent 3/27/59*

EX-101

REC- 27

23 MAR 24 1959

1 - Personnel file of [REDACTED] (sent separately)

AGG:vfb (3) 52 MAR 27 1959

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Memorandum for Mr. Tolson
Re: Suggestion #923-59

procedure used. Louisville letter of 3/3/59 furnished extensive outline of procedure followed as result of interpretation given manual provisions by that office. A study of Louisville's procedures and comparison with procedures of other offices has disclosed the office needs to be instructed as to more efficient methods of handling report inserts and that there is no real need for adoption of [redacted] suggested procedure which would cost more but would provide doubtful benefits. For example, Louisville Agents never retain inserts until needed for preparation of a report but always send them to Chief Clerk's Office. This probably results in more clerical work than actually necessary and should not be required. Chargeout slips for inserts are being placed in the manila envelopes which contained the inserts; this is unnecessary work. The originals of Interview Report Forms (copies used as inserts) are being filed adjacent to communication in which inserts are used; to require this in all instances makes extra work. Other similar examples were noted.

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RECOMMENDATIONS: 1. That this suggestion not be adopted as it would set up unnecessary procedures more complicated than are needed. If approved, no further advice to suggester is necessary as he has been thanked by letter for his suggestion.

2. That attached letter to SAC Louisville be sent outlining suggested procedures to be followed in handling report inserts.

Naught

[Signature]

[Signature]

Office Memorandum • UNITED STATES GOVERNMENT

TO : F. J. Baumgardner

DATE: February 27, 1959

FROM : J. H. Kleinkauf

SUBJECT: REPORT-WRITING PROCEDURE

Suggestion # 984-59 yw 9-1

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 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Part I, Section 49B 2 k (1), page 60, FBI Handbook, and Part II, Section 4D 2 b (11) (a), Manual of Rules and Regulations, state in part: "Each office (including those submitting inserts) is to put its abbreviation before all T symbols in all cases; e.g., a San Francisco report containing inserts from Los Angeles might have SF T-1 and LA T-1."

Part I, Section 46I, page 31, FBI Handbook, defines an insert as "a typed recording, put on appropriate paper, prepared with the intention of making it a page (s) of another document."

Part I, Section 49B 10, page 69, FBI Handbook, states that when the number of copies of the insert needed is not known, a minimum of ten copies should be prepared.

A review of the above definition of insert reflects that a logical interpretation of this definition would be that an insert would be prepared by an auxiliary office in final report form; would contain the abbreviation of the auxiliary office preparing it preceding the T symbols utilized; and the reporting office would physically include the insert as received from the auxiliary office in the proper place in a report without the reporting Agent redictating the data contained in the insert.

A review of reports being submitted in subversive organization cases reflects there is confusion on the part of the field as to what constitutes an insert requiring the auxiliary office abbreviation preceding T symbols. Some offices are going by a strict definition of the word insert and are only using the auxiliary office abbreviation preceding T symbols in those instances where the data is submitted by the auxiliary office in final insert form. Other offices are interpreting inserts to mean any information received from an auxiliary office which the reporting offices incorporate in reports whether the

- 1 - Training and Inspection Division - REC-91
- 1 - Mr. Belmont
- 1 - Division Streamlining Committee
- 1 - Mr. Baumgardner
- 1 - Mr. Kleinkauf

25 MAR 23 1959

JHK:fk (6)

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SEE ADDENDUM PAGE 3

67 MAR 31 1959

Memo Q. J. to Mr. Tolson 3/5/59-ck
Manual revisions to R+R + Kleinkauf prepared 3/5/59.
cc to Mr. SA Kleinkauf 3/9/59-ck.

Memo to F. J. Baumgardner
RE: REPORT-WRITING PROCEDURE

data is contained in final insert form or contained in other types of communications received from auxiliary offices.

The main confusion apparently lies in reporting offices reporting information received from auxiliary offices by letter, airtel, et cetera, and in such instances, whether auxiliary office abbreviations should precede the T symbols or whether the reporting office abbreviation should precede the T symbols. Some offices in extracting material from communications and redictating assign the abbreviation of the reporting office to the T symbols while other offices utilize the abbreviation of the auxiliary office preceding the T symbols. For example, a report prepared by New York incorporating information extracted from a Pittsburgh airtel would attribute the information in the report to "NY T-1" while, under the same set of circumstances, the Newark Office would attribute the information in a report to "PG T-1." To date no problem has arisen in reporting the information and assigning office abbreviations to T symbols in those instances where inserts prepared by auxiliary offices in final form are utilized as submitted in reports prepared by the reporting office.

A check with Training and Inspection Division failed to clarify this matter. It was their opinion that an insert, in addition to being an actual insert submitted in final form, would be any information incorporated in a report, which information was extracted from a communication from an auxiliary office and need not necessarily be in final insert form. Therefore, in the examples set forth above, New York would be reporting the Pittsburgh information properly under the logical interpretation of the definition of insert, while under Training and Inspection Division's interpretation Newark would be properly reporting the information received from Pittsburgh.

The only problem involved here that is believed to need correcting is the inconsistency or lack of uniformity on part of the field in reporting information received from auxiliary offices. Actually it does not matter which way the information is reported as one way is as good as the other; however, it is believed there should be uniformity on the part of the field. Training and Inspection Division was of the opinion that the majority of the cases which would be involved in the above problem would be Domestic Intelligence Division cases and thought this matter should be resolved on this Division's level.

Memo to F. J. Baumgardner
RE: REPORT-WRITING PROCEDURE

RECOMMENDATION:

It is recommended that this matter be referred to the Division's Streamlining Committee to make a survey and study of this problem and arrive at a definite conclusion as to the manner in which the information should be reported. In other words, decide whether the New York system or the Newark system, as noted in the above example, is the proper manner of reporting. Upon arriving at a conclusion in this matter, the Streamlining Committee should decide and submit proposed changes for the above Handbook and Manual of Rules and Regulations sections to clarify this matter in such a manner that it will eliminate any confusion or misinterpretation on the part of the field.

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DOMESTIC INTELLIGENCE DIVISION
March 2, 1959

ADDENDUM:

The Domestic Intelligence Division Streamlining Committee has made a study of this problem and, in addition to the fact that a dual interpretation is being applied by the field to the rule requiring the application of office abbreviations before T symbols in security reports, the following is noted. At a recent meeting of the Communist Party National Steel Commission held in Cleveland, Ohio, there were eleven individuals in attendance. One of these individuals was [redacted] who furnished information concerning this meeting to

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the Chicago Office in the form of an informant's report.

Under one interpretation of this rule, the New York Office in reporting information furnished by [] would report such as being furnished by CG T-1. Under the second interpretation of this rule, the New York Office in reporting information furnished by [] would report such as being furnished by NY T-1. It is apparent that the reporting of information furnished by [] under the first interpretation would tend to identify the informant by pinpointing that informant as to his geographical location. Situations of this nature, although not normal, are not uncommon. It is felt that in the interest of clarifying the current rule and in order to fully protect the identities of informants, the wording of this rule needs modification.

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RECOMMENDATION:

(1) It is recommended that Part I, Section 49B 2 k (1), page 60, FBI Handbook, and Part II, Section 4D 2 b (11) (a), be changed to read as follows: "Where T symbols are used in reports, the office submitting a report will prefix all T symbols therein with its office abbreviation unless, of course, inserts from another office are included in that report. If inserts from an office, other than the reporting office, are included in a particular report, all T symbols included in the inserts should be prefixed with the office abbreviation of the office which prepares the inserts. If application of the foregoing rule in a specific instance tends to disclose the identity of an informant, proper reporting precautions should be taken in order to avoid such disclosure."

(2) It is recommended this suggestion be referred to Training and Inspection Division for its consideration and for acknowledgement.

[Handwritten signature]

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 3/5/59

FROM : Q. Tamm

SUBJECT: SUGGESTION #984-59
 SUBMITTED BY SA JOHN HENRY KLEINKAUF
 DOMESTIC INTELLIGENCE DIVISION

Tolson _____
 Belmont _____
 DeLoach _____
 McGuire _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

SUGGESTION: SA Kleinkauf has noted that there is a lack of uniformity throughout the field in reporting T symbols of informants in reports prepared by office of origin from information submitted in insert form by auxiliary offices and suggests that present rules be clarified. According to FBI Handbook, an insert is "A typed recording, put on appropriate paper, prepared with the intention of making it a page (s) of another document." Manual of Rules and Regulations, Section 4, page 19, states in part "Each office (including those submitting inserts) is to put its abbreviation before all T symbols in all cases; e.g., a San Francisco report containing inserts from Los Angeles might have SF T-1 and LA T-1."

SA Kleinkauf believes field is confused as to what constitutes an insert and also when to use the abbreviation of the reporting office and when to use the abbreviation of the auxiliary office preceding the symbol number. He has observed that in some instances where an insert is prepared in final form by an auxiliary office for insertion as a page in the report prepared by the office of origin, office of origin is using the auxiliary office's abbreviation preceding the symbol number. However, where auxiliary office submits letter or airtel instead of insert, reporting office in some instances is changing the abbreviation preceding the symbol from that of the auxiliary office to that of the reporting office.

OBSERVATIONS: Domestic Intelligence Division agrees that clarification is necessary to eliminate the confusion. Training and Inspection Division agrees. Designation of informant by auxiliary office should be used by reporting office and should not be changed by reporting office even though one office may use information obtained from an informant of another office.

RECOMMENDATIONS: 1. That the suggestion be adopted.

REC-7

44-2435-2285

25 MAR 23 1959

Enclosures (2) - 3/7/59 (continued) 133

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1 - Bufile 66-1934

60 MAR 27 1959 Personnel file of SA John Henry Kleinkauf (sent separately)

Memo Q. Tamm to Mr. Tolson
RE: SUGGESTION #984-59

3/5/59

RECOMMENDATIONS: (continued)

2. That enclosed letter be sent to SA Kleinkauf.

It is noted that this letter advises of the adoption of this suggestion and acknowledges receipt of another suggestion (#985-59) which he submitted with regard to the preparation of memoranda. Latter suggestion being considered by the Training and Inspection Division and will be the subject of a separate memorandum.

3. That enclosed revisions to Manual of Rules and Regulations (Part II, Section 4D, 2b, (11), (a), page 19) and FBI Handbook (Part I, Section 49B, 2k, (1), page 60) be approved.

*Manual
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Handbook
Revised
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 3/17/59

FROM : Q. Tamm

SUBJECT: SUGGESTION #956-59 and #957-59
SUBMITTED BY SA [REDACTED]
SEATTLE OFFICE

Tolson _____
 Belmont _____
 DeLoach _____
 McGuire _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

SUGGESTION #956-59: That information be included in Section 9, of Manual of Instructions to effect that files of inmates discharged from institutions operated by Bureau of Prisons are located at installations where prisoners were last confined. SA [REDACTED] believes field may not be aware of this fact and mention of it in the Manual may serve to cut down on unnecessary communications setting out leads to review inmates files.

OBSERVATIONS: Investigative Division believes field is generally aware of this procedure but there appears to be no objection to recording it in the Manual.

SUGGESTION #957-59: That parole reports not be submitted where subjects who are confined to Federal penitentiaries receive a concurrent sentence following appearance in court and entering a plea of guilty after their original confinement. Current regulations require parole report be submitted by office of prosecution after subject has been sentenced in Bureau case for more than 180 days.

Suggestion submitted to eliminate preparing some parole reports (suggester estimates approximately 70 reports would be eliminated annually throughout the field).

OBSERVATIONS: Investigative Division recommends unfavorably. Suggestion would relate only to those offices covering Federal penal institutions. While reports would probably not be necessary under the set of circumstances mentioned by SA [REDACTED] it is questioned as to whether the problems created by the suggested exception would not be greater than the advantages claimed in view of the relatively small number of cases referred to in the suggestion where original confinement was based on a Bureau case. There would have to be an exception to the exception in those cases where the crime for which the individual was institutionalized was not within our jurisdiction since we would not have prepared a parole report at the time of original conviction. Investigative Division recommends the suggestion not be adopted since it would create an exception to our parole/writing rules and would be applicable only in a small number of instances.

ENCLOSURE

Enclosures (2)

REC-95

23 MAR 24 1959

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6 APR 1 1959 Bufile 66-1934

Personnel file of SA [REDACTED] (sent separately)

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3/17/59

2. That suggestion #957-59 (relative to eliminating certain reports) not be adopted.

3. If approved, enclosed letter should be sent to SA Cummings.

4. Enclosed for approval is revision to Section 9, Manual of Instructions.... Re: Suggestion #956-59.

name

✓ Kern 3/18

SUGGESTION #956-59 - By SA [REDACTED] Seattle

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SUGGESTION RELATES TO INCLUDING INFORMATION IN THE MANUAL OF INSTRUCTIONS, SECTION 9, TO THE EFFECT THAT FILES ON INMATES OF FEDERAL PRISONS FOLLOW THE PRISONER AND WILL REMAIN AT THE LAST INSTITUTION WHERE CONFINED. SECTION 9, MANUAL OF INSTRUCTIONS, IS A LIST OF FEDERAL, STATE AND TERRITORIAL RECORDS FOR USE IN SETTING OUT LEADS. THE AGENT SUBMITTING THE SUGGESTION FEELS THAT THE FIELD MAY NOT BE AWARE OF THE PROCEDURE FOLLOWED BY THE BUREAU OF PRISONS WITH REGARD TO FILES ON INMATES.

COMMENTS AND RECOMMENDATIONS OF INVESTIGATIVE DIVISION:

While the information referred to is believed generally known by the field, there is no objection to including the information in the Manual of Instructions.

SUGGESTION #957-59 - By SA [REDACTED] Seattle

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SUGGESTION RELATES TO PAROLE REPORTS. THE AGENT SUBMITTING THE SUGGESTION HAS REFERENCE TO SPECIFIC INSTANCES WHERE SUBJECTS WHO ARE CONFINED TO FEDERAL PENITENTIARIES RECEIVE A CONCURRENT SENTENCE FOLLOWING AN APPEARANCE IN COURT AND PLEA OF GUILTY AFTER THEIR ORIGINAL CONFINEMENT. SUGGESTION TO ELIMINATE PAROLE REPORTS IN SUCH INSTANCES.

COMMENTS AND RECOMMENDATIONS OF INVESTIGATIVE DIVISION:

It is agreed that in the particular set of circumstances set forth, it does not appear that a parole report would be necessary, at least in those cases where original confinement was based on a Bureau case. According to the suggestion, it is estimated 70 such reports would be eliminated annually based on experience of the Seattle Office that at the USP, McNeil Island, Washington, there were four cases during 1958, which would fit the circumstances of the suggestion. The suggestion would be pertinent only to those offices covering Federal penal institutions.

There is some question, in view of the relatively small number of such cases on a field wide basis, as to whether the problems created by the exception would not be greater than

66-2435-2286 file
2-enc
ENCLOSURE

the savings involved. There would have to be an exception to the exception in those cases where the crime for which the individual was institutionalized was not within our jurisdiction since we would not have prepared a parole report, at the time of the original conviction. Since the suggestion would create an exception to our parole report writing rules and would be applicable only in a small number of instances, it is recommended the suggestion not be adopted. If any office has a peculiar problem or question as to the necessity of a parole report, they are free to bring up the problem.

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March 17, 1959

PROPOSED REVISION IN THE MANUAL OF INSTRUCTIONS

Manual of Instructions, Volume I, Section 9A, page 2a,
should be revised to add the following:

<u>Record</u>	<u>Type of Record</u>	<u>Location</u>	<u>Field Office Covering:</u>
Bureau of Prisons, Department of Justice (cont.)	2. Personnel files for employees in grade GS-5 and below of all other field installations	At local installa- tion where employed	Field office covering in- stallation where employed
	3. <u>Files for inmates of Federal prisons</u>	<u>At local installa- tion where last confined</u>	<u>Field office covering installa- tion where last confined</u>

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Based on memo Q. Tamm to Mr. Tolson 3/17/59 - ceh - RE: SUGGESTION
#956-59 and #957-59, SUBMITTED BY SA SEATTLE OFFICE

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Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

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ENCLOSURE

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. DeLoach *TV*

DATE: March 16, 1959

FROM : M. A. Jones *MAJ*SUBJECT: INVESTIGATIVE REPORTS

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Re Mr. Tamm to Mr. Tolson memo dated 3/13/59.

The Crime Records Division has no responsibilities re the dissemination of the results of FBI investigations. The Office of Public Information of the Department of Justice under the direction of Mr. Luther Huston makes releases relating to arrests made by the FBI and releases other data such as the Uniform Crime Reports bulletin published by the FBI and the monthly FBI Law Enforcement Bulletin and data re badly wanted fugitives.

Inquiries received from news media in the Washington area relating to FBI investigative operations and arrests are replied to by FBI Headquarters and specifically by officials of this Division. The Special Agents in Charge of the FBI's 53 field offices make information available to news media following arrests of individuals in FBI investigated cases, and they also answer inquiries, when received, concerning FBI investigative activity, where proper, within that geographical division. This is authorized under an informal agreement with the Office of Public Information.

RECOMMENDATION:

That this memo be immediately forwarded to the Training and Inspection Division.

1 - Mr. Tamm

HEH:jss.

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53 MAR 27 1959

78-374
66-2435-2287
EX - 133

23 MAR 25 1959

CRIME REC.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 3/20/59

FROM : Q. Tamm *Q. Tamm*

SUBJECT: SUGGESTION #901-59

SUBMITTED BY [REDACTED]
DOMESTIC INTELLIGENCE DIVISION

Tolson _____
 Belmont _____
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 McGuire _____
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 Tele. Room _____
 Holloman _____
 Gandy -b6

SUGGESTION: That some protective device such as strong clamps or rubber bands be used to bind together all copies of a report being submitted to the Bureau in order to insure that all copies are received by the supervisor who needs to handle it. [REDACTED] states that occasionally the copies become detached and have to be located. *Head 7C 5808*

PRESENT PROCEDURE: The Manual of Rules and Regulations, Part II, Section 8, page 1a, provides that the copies of a report submitted to the Bureau shall be stapled together at the top right hand corner. If bulk of a report prevents use of a staple, the copies usually are held together by a heavy clamp.

ADVANTAGES STATED: [REDACTED] believes adoption of her suggestion would eliminate time and effort now spent in locating occasional copies which become detached. *b6 b7C*

OBSERVATIONS: The Streamlining Committee of the Internal Security Section, Domestic Intelligence Division made inquiry into this matter and expressed the feeling that in most cases the field correctly handles assembly of report copies but that in a few instances copies become separated either through the fault of the field or of Records Branch employees at Seat of Government. *100*
 The Committee recommended a 30-day survey in Records Branch to determine the cause of the difficulty. *Survey of field and records branch to be completed by 3/24/59*

This survey has been made and the Records Branch believes that if the field will strictly adhere to current rules, there will be no problem. The survey showed that the only problem arises when the field does not comply with prescribed procedures. The procedure suggested by [REDACTED] is already being followed where practicable and since present instructions appear adequate, there is no justification for any field-wide action. It should not be necessary to remind the entire field of existing rules just because of a few instances when there is failure to fully comply. Such instances should be handled on an individual basis and have been in the past where noted. *EX - 124 REC - 4 100-2425-2288*

1 - Personnel file of [REDACTED] (sent separately) 25 1959

AGG:vfb
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50 MAR 30 1959

Memorandum for Mr. Tolson
Re: Suggestion #901-59

RECOMMENDATIONS:

1. That this suggestion not be adopted as the suggested procedure already is being followed where practicable. If approved, no further advice to [] is necessary since she has been thanked by letter of 2/10/59 for submitting her suggestion.

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2. That Records Branch continue to handle on individual basis any derelictions noted on part of the field in assembly and transmittal of reports.

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✓ Key PC
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Mr. Tolson

3/20/59

Mr. Tamm

INVESTIGATIVE REPORTS

Incoming memorandum, attached, to the Director, March 11, 1959, from [redacted] Assistant Attorney General, Office of Legal Counsel, requested reply within ten days on five points pertaining to both dissemination of information from investigative reports and withholding such information on the ground that it is confidential. Briefly, [redacted] asked for (1) Copies of each investigative report form; (2) Specifics on authorization from the Attorney General to disseminate information outside the Department; (3) Bureau practices in disseminating information without the Attorney General's permission, and on what authority it is based; (4) Specifics on any authority for restricting dissemination; and, (5) The Bureau's recommendations on any facet of this problem.

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Attached is a memorandum to [redacted] attaching in turn a 7-page document answering each of [redacted] questions. We have attached two copies each of forms which might properly be regarded as "investigative reports," referred to the Attorney General's various authorizations for dissemination, shown the types of dissemination which we do on the basis of other cited authority, and listed the sources of authority, other than Departmental Orders 3229 and 3464, for restricting access to our files. We did not make a recommendation but we did observe that we believe it would be helpful if all these various authorities were put together in one package where they could be readily located.

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RECOMMENDATION:

That the attached memorandum and attachments be sent to [redacted] Assistant Attorney General, Office of Legal Counsel.

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Enclosures

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Belmont _____
DeLoach _____
McGuire _____
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Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

cc: Messrs. Belmont, DeLoach, McGuire, Mohr, Parsons, Rosen, Tamm, Trotter, Holloman

NOT RECORDED
199 MAR 25 1959

50 MAR 30 1959

MAIL ROOM ☐ TELETYPE UNIT ☐

ORIGINAL COPY FILED IN

SAC, San Antonio

3/21/59

Director, FBI

REC-77

66-435-2289
REPORT WRITING
WARNING STATEMENT

EX-102

Reurlet 3/24/59 concerning the location of warning statements appearing in reports involving subjects who are dangerous.

There is no requirement that the warning statement appear on any of the cover pages (FD 203).

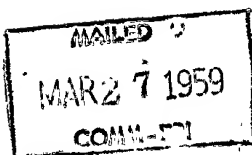
There is no requirement that the warning statement be repeated in the details of an investigative report. The rule in this regard is unchanged and is the same rule as has been in existence for the past several years.

Information as to the dangerousness of a subject appears in the details of a report when the information is first received and reported in the case. Thereafter, the warning statement in the synopsis will suffice.

HBFF:mas

(4)

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W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____



62 APR 1 1959

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Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
ATTN: TRAINING AND INSPECTION DIVISION

DATE: March 24, 1959

FROM : SAC, SAN ANTONIO

SUBJECT: REPORT WRITING
WARNING STATEMENT

Several questions have arisen in this office concerning present requirements of the Bureau with regard to the proper location of warning statements appearing in reports involving subjects who might be armed and/or dangerous.

We all agree the warning statement must appear in the synopsis. The following questions arise:

1. Does the warning statement appear on the administrative pages (FD 263) and if so, does it appear at the end of the leads or on the first administrative page, either before or after the reference?

2. Does the warning statement appear at the end of the details in the investigative report (FD 204)?

We would appreciate clarification since our research into these questions has not been completely clear.

2 Bureau
1 San Antonio
LB:JMW
(3)

REC-77

65-2435-2289

MAR 30 1959

TWO

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

Manual of Rules and Regulations, Part II, Section 3, page 28, 11, should be amended to read as follows:

11. Supervision of cases

- a. The office of origin is responsible for the proper supervision of cases by auxiliary offices. The Agent to whom a case is assigned in the office of origin is personally responsible for supervising the handling of leads by others in his office and the entire investigation in all other offices. Auxiliary offices which delay investigations are to be reminded by routing slip, letter, airtel, or teletype.
- b. In cases of classification 15, 25 (Selective Service Act, 1940 and Selective Service Act, 1948 only), 26, 31, 42, 43, 45, 47, 52, 70, 76, 87, 88, 93, extra supervisory responsibility falls upon the field. In these cases, auxiliary offices will submit no reports to the Bureau unless specifically directed to do so, and will submit to the office of origin the results of their investigations in reports, inserts, airtels, teletypes, et cetera, according to the circumstances. The office of origin will submit no report to the Bureau until the case is completed (closed or waiting for trial) or until 90 days have passed since the case was opened without it being completed, unless some special reason exists. The office of origin will have to decide, what, if anything, will come into the Bureau, i. e., whether communications from auxiliary offices should be summarized in whole or part and put into a report from the office of origin, whether any auxiliary office(s) report(s) should be sent to the Bureau along with the report from the office of origin, or whether the case is to be closed administratively and no report sent to the Bureau.
- c. The Bureau must be informed of matters of outstanding interest.
- d. When the Bureau is requested to take action to make a decision on a matter appearing in a report, this request must be made by letter to the Bureau transmitting the report as an enclosure.
- e. Form FD-205 is to be used by the field to advise the Bureau that a deadline in a case will not be met. Form 0-1 is used by the Bureau when it is desired that the status of a case be known. Both of these forms may be filled out in longhand; however, the names of the subjects must be hand printed.

62-4357-2290
ENCLOSURE

PROPOSED CHANGE IN
FBI HANDBOOK AND
MANUAL OF RULES AND REGULATIONS

FBI Handbook, Part I, page 32b, 9 and 10, and Manual of Rules and Regulations, Part II, Section 4, page 2, i and j, should be amended to read as follows: The remaining items should be renumbered or relettered.

- | | |
|---|---|
| <p>9. <u>Results of investigation by auxiliary office(s) in classifications 15, 25 (Selective Service Act, 1940 and Selective Service Act, 1948 only), 26, 31, 42, 43, 45, 47, 52, 70, 76, 87, 88, 93</u></p> <p>10. <u>Results of investigation by office of origin, and results of auxiliary office(s) investigation(s) received by office of origin in classifications 15, 25 (Selective Service Act, 1940 and Selective Service Act, 1948 only), 26, 31, 42, 43, 45, 47, 52, 70, 76, 87, 88, 93</u></p> | <p>9. <u>By sending to office of origin and other auxiliary offices, but not to the Bureau, report(s), insert(s), airtel(s), teletype(s), et cetera, according to the circumstances. Good judgment should prevail; i. e., if report prepared, sufficient copies to satisfy dissemination requirements in field and at Bureau should be sent to office of origin keeping in mind the possibility office of origin may decide to send to Bureau and Bureau would have to disseminate also (for number of copies to be sent to Bureau by office of origin, if desired, see HB, Part I, Sec. 55 or Manual of Rules and Regulations, Part II, Sec. 9); if investigation sufficiently contained in RUC letter, airtel, or teletype, and no special reason such as local dissemination, FD-302s and/or SF-64s exists, reports or inserts need not be forwarded in addition to office of origin, and statement that nothing further will be sent should be in the communication used.</u></p> <p>10. <u>No reports to Bureau until case completed (closed or waiting for trial) or until 90 days have passed without it being completed, unless some special reason exists. Office of origin should use good judgment in deciding what, if anything, should be sent to Bureau, i. e., whether communication(s) from auxiliary office(s) should be summarized in whole</u></p> |
|---|---|

66-435-2290

FBI/DOJ

or part and put into a report from the
office of origin, whether any auxiliary
office (s) report(s) should be sent to
the Bureau along with the report from
the office of origin, or whether the case
is to be closed administratively and no
report sent to the Bureau. (Copies of
auxiliary office reports in excess of
two not needed by office of origin should
be destroyed and appropriate notation
made in file at time case is closed.)

SAC, Baltimore

3/23/59

Director, FBI

PERSONAL ATTENTION

REPORT WRITING

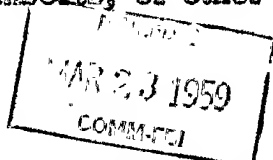
INVESTIGATIVE REPORT

Enclosed herewith are proposed additions for the FBI Handbook and the Manual of Rules and Regulations. The underlined portions are new. Except for these additions there are no proposed changes in the present report writing rules. Only certain large volume-type cases are affected.

In the FBI Handbook the present items 9 and 10 on page 32a of Part I would become 11 and 12 under the proposed new rules, and in the Manual of Rules and Regulations, Part II, Section 4, page 2, present items i and j would become k and l.

Under the proposal unless some special reason existed, (1) the auxiliary offices would submit no reports or other communications to the Bureau and would send them only to the field offices of origin and to other logical auxiliary offices; (2) the field offices of origin would submit nothing to the Bureau until a case was completed (closed or waiting for trial) or until 90 days had passed without completion; of course, in many instances cases would be closed administratively and no report would be submitted to the Bureau; (3) if, in a proper case, a report should come to the Bureau, the field office of origin would submit to the Bureau one report covering all pertinent information, or a report of its own together with original report(s), and necessary copies, from auxiliary offices if deemed advisable; meanwhile, auxiliary offices would have submitted to the office of origin reports, inserts, or other communications such as airtels,

Enclosures (2)



EX-135

- 2 - SAC, Chicago (Personal Attention) (Enclosures (2))
2 - SAC, Jacksonville (Personal Attention) (Enclosures (2))
2 - SAC, Los Angeles (Personal Attention) (Enclosures (2))
2 - SAC, Memphis (Personal Attention) (Enclosures (2))
2 - SAC, Minneapolis (Personal Attention) (Enclosures (2))
2 - SAC, New York (Personal Attention) (Enclosures (2))
2 - SAC, Oklahoma City (Personal Attention) (Enclosures (2))
2 - SAC, San Antonio (Personal Attention) (Enclosures (2))
2 - SAC, San Francisco (Personal Attention) (Enclosures (2))
2 - SAC, Seattle (Personal Attention) (Enclosures (2))
2 - SAC, Washington Field Office (Personal Attention) (Enclosures (2))

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W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

1 - Mr. Rosen
(29)
MAIL ROOM ☐ TELETYPE UNIT ☐

14 MAR 30 1959

66-2435-2290

Letter to Baltimore
Re: Report Writing

et cetera, which might be appropriate and logical in the circumstances. For instance, where it is necessary for the U. S. Attorney or another agency to get copies of a report, an auxiliary office would write a report and send enough copies to office of origin for ultimate transmission to Bureau if office of origin should so decide, keeping in mind necessity for Bureau to disseminate also. Anything not sent to Bureau would always be available for inspection as it would be in the files of the office of origin.

It is believed that the above would be beneficial in that a tremendous percentage of these cases would have only one (closing) report, or none, ever coming to the Bureau; more time could be spent by Bureau supervisors on the cases which are not concluded in 90 days, thus making for higher quality supervision because most supervisory effort would be put on cases needing it; there would be less mail to handle at the Bureau with the elimination of the reports from auxiliary offices.

Fundamentally it puts the main responsibility for the supervision of certain cases on the field office of origin. Now that there has been a "shakedown" period for the report writing system, it appears that this suggestion may be used as a basis for eliminating many of the reports which now come to the Bureau in connection with the so-called large volume type of case in which there is no special need for the Bureau to receive copies of reports within a short time.

The cases which seem to fit the suggestion are set out below and others could be added at any time, of course, if later it is deemed advisable: 15 - Theft From Interstate Shipment; 25 - Selective Service Acts; 26 - Interstate Transportation of Stolen Motor Vehicle or Aircraft; 31 - White Slave Traffic Act; 42 - Deserters; 43 - Illegal Wearing of Uniform and several other violations having to do with illegal manufacture of emblems or insignia, et cetera; 45 - Crimes on the High Seas; 47 - Impersonation; 52 - Theft, et cetera, of Government Property; 70 - Crime on Government Reservation, Crime on Indian Reservation, et cetera; 76 - Escaped Federal Prisoner, et cetera, Parole, Probation, or Conditional Release Violator; 87 - Interstate Transportation of Stolen Property; 88 - Unlawful Flight to Avoid Prosecution, et cetera; 93 - Ascertaining Financial Ability.

This in no way would relieve the field of the responsibility of notifying the Bureau when good judgment so dictated. (MRR - Part II - Sec. 1C)

Letter to Baltimore
Re: Report Writing

The Bureau desires the thoughts of you and your personnel who would be concerned directly as to the value of the above.

Submit them to reach the Bureau by Friday, April 3, 1959, and send them "Attention: Training and Inspection Division."

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 3/27/59

FROM : SAC, Charlotte (66-1471)

SUBJECT: REPORT WRITING - LETTERHEAD MEMORANDA

Part I, page 14-b of the FBI Handbook provided that a letterhead memorandum be submitted setting forth full facts of complaint and action being taken when there is an alleged criminal violation by Government employees.

Please advise if letterhead memorandum is also required upon completion of investigation and closing report being submitted. If so, please cite Handbook or Manual citation requiring same.

(2)-Bureau
1-Charlotte (66-1471)
PDW:JHS
(3)

REC-33

66-1471-2291

1959

L-100

100

SAC, CHARLOTTE (66-1471)

4-1-59 A

DIRECTOR, FBI

REC-33

66-2131-2291
REPORT WRITING - LETTERHEAD MEMORANDA

Reurlet 3-27-59 which relates to the requirement that a letterhead memorandum be submitted setting forth facts of complaint and action being taken when a Government employee is involved in a reported criminal violation. It is not required that similar memorandum be submitted upon completion of the investigation. The communication to the Bureau reporting the conclusion of the matter is all that is required.

HBF:PFV

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W.C. Sullivan _____
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Gandy _____

MAILED 10

APR - 1 1959

COMM-FBI

MAIL ROOM ☒

TELETYPE UNIT ☐

62 APR 8 1959

2-0
1 - Liaison

1 - Training &
Inspection

Legal Attache, Paris

April 3, 1959

Director, FBI

2292
LEGAL ATTACHE OFFICES
ADMINISTRATIVE
SERIALIZING MAIL

Reference is made to the Manual of Rules and Regulations, Part II, Section 3, paragraph D, 1, a(2), revised 1-27-59, which states "Cover page(s), report and letterhead memorandum of evaluation should be serialized as one serial. (None is an enclosure of any other)." Those instructions should be followed by each Legal Attache Office in serializing incoming mail prepared in the domestic field.

The revised reporting procedures for the domestic field, however, are not applicable to the Bureau's offices abroad. The material submitted by the Legal Attache Offices does not conform to the technical definition of a "report" as defined in the Manual of Rules and Regulations, Part II, Section 4, A, 5, and all Legal Attaches continue to follow reporting procedures previously set forth in Bullets of 1-8-52 captioned "Report Writing, Administrative," 8-25-53 captioned "Preparation of Reports and Memoranda," and 7-15-57 captioned "Legal Attache Informants and Report Writing," the originals of which were sent to your office with copies to all other Legal Attache Offices. Since Legal Attache material is prepared primarily for dissemination purposes and in order to protect the Bureau's operations abroad and the identity of the Bureau's representatives, no change has been made in those reporting procedures. Inasmuch as the Legal Attache Offices do not utilize the same report format as the domestic field, the above reference in the Manual of Rules and Regulations regarding serializing does not apply to the serialization of Legal Attache material and a separate serial number should be given to each document of your outgoing mail prepared locally or when recording mail received from other Legal Attaches.

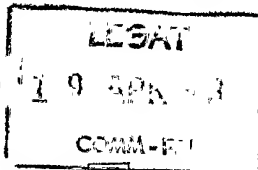
1 - Bonn
1 - Havana
1 - London
1 - Madrid
1 - Mexico City
1 - Ottawa
1 - Rio de Janeiro
1 - Rome
1 - Tokyo
1 - Foreign Liaison Unit (detached)

ATTENTION LEGAL ATTACHE, MEXICO: Reurlet 3-19-59 captioned "Administration of Files, Administrative," your file 66-350.

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Trotter _____
W.C. Sullivan _____
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Holloman _____
Gandy _____

NLF:ef
(15)

ROUTE TO TRAINING AND INSPECTION DIVISION BEFORE TRANSMITTAL



67 MAY 26 1959

MAIL ROOM TELETYPE UNIT

Date: March 19, 1959
To: Director, FBI
From: Legat, Mexico (66-350)
Subject: ADMINISTRATION OF FILES
ADMINISTRATIVE

Reference is made to the Manual of Rules and Regulations, Part II, Section 3, paragraph D, 1,a(2), revised 1/27/59, which states "Cover page(s), report and letterhead memorandum of evaluation should be serialized as one serial. (None is an enclosure of any other.)"

This is to advise that this office will follow these instructions in the serializing of all incoming mail prepared in the domestic field.

However, in view of the fact that the Legal Attache's Office does not use the same format for reports as the domestic field, UACB we shall continue to give a different serial number to each document of our outgoing material.

2 - Bureau
1 - Mexico City
JNS:evs/plb
(3)

REC-70

DECODED COPY
CR

Mr. Tolson _____
 Mr. Belmont _____
 Mr. Mohr _____
 Mr. Nease _____
 Mr. Parsons _____
 Mr. Rosen ✓
 Mr. Tamm ✓
 Mr. Trotter ✓
 Mr. W.C. Sullivan _____
 Tele. Room _____
 Mr. Holloman _____
 Miss Gandy _____

☒ XX

Radio

☐

Teletype

7) DEFERRED 3-31-59

TO DIRECTOR

FROM SAC, CHICAGO 311518

0 REPORT WRITING. REBULET MARCH 23 LAST. PARAGRAPH 2, PAGE 1,
 REFERS TO ITEMS 9 AND 10 ON PAGE 32 B, PART 1, OF HANDBOOK.
 NO SUCH ITEMS FOUND. PLEASE CLARIFY AS TO WHETHER YOU REFER
 TO ITEMS 9 AND 10 ON PAGE 33.

RECEIVED: 12:24 PM RADIO

6:46 PM CODING UNIT HJT

no action

REC-100

44-2427-2293

2 APR 6 1959

2-276

Mr. Mohr

57 APR 8 1959

If the intelligence contained in the above message is to be disseminated outside the Bureau, it is suggested that it be suitably paraphrased in order to protect the Bureau's cryptographic systems.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 4/6/59

FROM : Q. Tamm *Q. Tamm*

SUBJECT: SUGGESTION #914-59

BY
DALLAS DIVISION

Tolson _____
 Belmont _____
 DeLoach _____
 McGuire _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____ b6
 Trotter _____ b7C
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

REPORTS

SUGGESTION: That Bureau change the rules for assembling reports to permit stapling together in upper left corner only copies of reports with their cover pages and enclosures on all field office copies. Continue present practice (below) as to copies directed to Bureau.

Hedrick 5 20 59

PRESENT PROCEDURE: Manual requires that cover pages be stapled together in upper left, report pages be stapled together in upper left, dissemination ~~memos~~, etc., be stapled together in upper left, and then all of these separate packages be stapled together in upper right to make one complete bundle.

OBSERVATIONS: Suggester says present system results in awkward handling and change would save assembly time. Suggestion has been discussed with supervisors at Seat of Government who handle reports, with Records Branch, with Inspectors, and with Washington Field Office. Seat of Government supervisors and Records Branch are in favor of present system as it insures receipt at supervisory desk of all related matter in one package. Inspector Fletcher indicates present system is workable and presents no problems as he observed it in operation in field. Washington Field Office indicates no problems encountered under present system.

Training and Inspection Division does not favor adoption of suggestion to change system as it would require one type of assembly for Seat of Government copies and another type for field office copies thus complicating our procedures. Inquiry has failed to reveal any real advantage to be gained.

RECOMMENDATION: That suggestion not be adopted. If approved, no further action necessary as suggester was previously thanked for it.

NAW:vfb
(3)

EX-102

REC 91

66-2435-2294

4 APR 10 1959

b6
b7C1 - Personnel file of (sent separately)

37 APR 14 1959

file in
66-2435-2 - *[initials]*

Assistant Attorney General
Office of Legal Counsel

March 20, 1959

b6
b7c

Director, FBI

REC-15

66-2435-2295
INVESTIGATIVE REPORTS

EX
This memorandum is in answer to yours of March 11, 1959,
requesting certain information of this Bureau.

You will find attached hereto a seven-page document in which
we have set out each of the points in your referenced memorandum and
placed immediately thereafter the information which we have been able
to find on that point.

Enclosed are two copies each of twelve different FBI forms
which are classed as investigative report forms.

Enclosures (26) 2 copies each of the following forms were enclosed:

Form No. 2

~~FD-263~~

~~FD-272~~

FD-302

FD-204

1-4

1-336

7-4

7-42

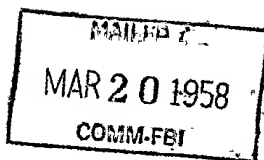
7-3a

7-1a

7-3

7-1

FD-220a



ENCLOSURE

DJD:mas
(12)

REC'D-READING ROOM
FBI
MAR 20 7 03 PM '59

UNRECORDED COPY FILED IN

cc: Mr. Tolson (SENT SEPARATELY)
cc: Messrs. Belmont, DeLoach, McGuire, Mohr, Parsons,
Rosen, Tamm, Trotter, Holloman (SENT SEPARATELY)

Based on memos Q. Tamm to Mr. Tolson dated 3/20/59 + 3/13/59
re Investigative Reports DJD:mas

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____

MAIL ROOM ☐ TELETYPE UNIT ☐

62 APR 20 1959

3/20/59

**INFORMATION REQUESTED OF THE FBI BY MEMORANDUM
OF MARCH 11, 1959, FROM [REDACTED]
ASSISTANT ATTORNEY GENERAL, OFFICE OF LEGAL COUNSEL,
TO J. EDGAR HOOVER, DIRECTOR, FBI, RE "INVESTIGATIVE
REPORTS"**

b6
b7C

In answering the inquiries made of the FBI in the referenced memorandum, we are setting out each of the five points of inquiry raised by [REDACTED] and, thereafter, our answer to the point.

b6
b7C

1. Copies of all investigative report forms, including those of any field offices, utilized by your Division, Office, or Bureau.

Attached are two copies of each form used by the FBI to disseminate information appearing in investigative reports.

2. Copies of, or file references to, any current specific authorization of the Attorney General permitting the disclosure of any information obtained from any such report to any person outside this Department.

(a) By memorandum dated June 25, 1953, to the Director of the FBI, re "Executive Order 10450, Security Requirements for Government Employees," Mr. William P. Rogers, then Deputy Attorney General, reiterated the dissemination requirements of Executive Order 10450. This Order requires that derogatory information concerning civilian employees of the Executive branch be disseminated to the Civil Service Commission and interested Government agencies. In a subsequent memorandum dated June 24, 1954, with attachment, re "Government Printing Office, Federal Employee Security Program (Executive Order 10450)," Mr. Rogers mentioned his approval of the inclusion of the General Accounting Office, the Government Printing Office and the Library of Congress under the Executive Order 10450 program. (Bufile 140-00-88,257)

(b) By memorandum dated April 10, 1953, to the Director of the FBI, re "Loyalty of Employees of the United Nations and Other Public International Organizations (Executive Order 10422)," Department File 146-7-5421, Mr. Warren Olney III, then Assistant Attorney General, Criminal Division, authorized dissemination to the Civil Service Commission

D.J. Dalbey:mas
(12)

Cover memo to Assistant Attorney General [REDACTED] Office of Legal Counsel, from Director, FBI, 3/20/59

b6
b7C

ENCLOSURE

and the State Department, where appropriate, of reports on loyalty investigations of employees of the United Nations and other public international organizations. (Bufile 138-00-166)

(c) Veterans Administration Circular 32, dated November 15, 1954, sets out an "Agreement by the Attorney General of the United States and the Administrator of Veterans Affairs Regarding Investigations of Matters Arising Under the Servicemen's Readjustment Act of 1944, as amended, or the Veterans Readjustment Assistance Act of 1952," signed by Attorney General Herbert Brownell, Jr., for the Department, on April 8, 1954. In this agreement it is stated that "The Federal Bureau of Investigation will report promptly and from time to time to the Veterans Administration any information it secures or receives concerning Veterans Administration personnel, veterans, or any person or institution having claims or contracts with the Veterans Administration...." (Bufile 17-00-11)

(d) Department of Justice Order No. 13-53, dated April 20, 1953, instructed that certain information on Selective Service matters be disseminated, where appropriate, to the State Department.

(e) The general policy of disseminating to other public agencies the information obtained by the FBI and pertinent to the duties of those agencies was approved on December 5, 1947, by Attorney General Tom C. Clark in his "Memorandum for Mr. Hoover, Director, Federal Bureau of Investigation." Mr. Clark stated, in part, as follows:

"It is my view that the Bureau's practice of passing along to the various Government departments and agencies information which comes to its attention in connection with the conduct of investigations normally and regularly within the Bureau's jurisdiction is entirely appropriate and correct. Indeed, it would appear that the Bureau would be remiss in its duty if it failed to pass along information coming to it which might prove to be in the interest of the general welfare." (Bufile 66-3190-226)

In any case of conflict of interest between the Department of Justice and another agency, dissemination is made at such times and in such

a manner as will protect the prior rights and interest of the Department of Justice.

(f) Department of Justice Organizational Order No. 175-59, dated January 19, 1959, effective April 1, 1959, authorizes the dissemination of FBI Laboratory reports to "all duly constituted law enforcement agencies...and other Federal agencies" in cases where such agencies have requested an examination and a report. This Order also states that the Director of the FBI shall carry out the Presidential Directive of September 6, 1939, as reaffirmed by Presidential Directives of January 8, 1948, July 24, 1950, and December 15, 1953, charging the FBI with correlating information relating to espionage, sabotage, subversive activities, and related matter, and referring such of these matters as pertain to any other Federal agency to that agency. We construe these instructions as our authority to disseminate to other Federal agencies that FBI investigative information which pertains to the work of those agencies.

(g) An agreement of June 14, 1954, between Attorney General Herbert Brownell, Jr., and then Deputy Attorney General William P. Rogers provides that, upon authorization of the Attorney General, the FBI will conduct investigation of staff members of certain Congressional Committees and make the results of the investigation available to the Committee. Information preliminary to this agreement is stated in a memorandum from the Director of the FBI to the Attorney General, dated April 1, 1954, re "Bureau Cooperation with Congressional Committees."

3. If it is the existing practice of your Division, Office, or Bureau to furnish some such information to any such person without authorization under the above named Orders, an enumeration of categories of such information, the classes of persons to whom it may be furnished, and a statement of the reasons and authority for so doing.

The categories of information disseminated, the classes of persons (or organizations) to whom it is furnished and the authority therefor appear below, omitting reference to Executive Order 10450, Executive Order 10422, and the Presidential Directive of September 6, 1939, as reaffirmed, all of which were shown previously, pointing to their relationship to instructions

issued by the Attorney General.

(a) Information on employees and applicants for employment in the Executive agencies is furnished to the agency and/or the Civil Service Commission in cases where the statute on that agency requires an FBI investigation of the employee or applicant. We take this action, for example, under the Atomic Energy Act of 1954 and the National Aeronautics and Space Act of 1958.

(b) At the request of the White House, the FBI investigates persons under consideration for Presidential appointments or other highly placed Government positions or for employment in the Executive offices. Results of the investigation are sent to the White House or interested Cabinet officers. This procedure took effect immediately following the National elections in November, 1952.

(c) Intelligence information of a national security nature is disseminated to certain Executive agencies under the agreement on "Delimitation of Investigative Duties of the Federal Bureau of Investigation, the Office of Naval Intelligence, the Investigations Division of the Army, and the Office of Special Investigations, Inspector General, U. S. Air Force," dated February 23, 1949, as amended.

(d) Intelligence information of a national security nature is disseminated to certain Executive agencies under the National Security Council Intelligence Directive No. 1, approved by the President on September 15, 1958.

(e) Certain intelligence information related to national security is disseminated to the Central Intelligence Agency under authority of the National Security Act of 1947.

(f) Dissemination of classified defense information to foreign governments is authorized by the Presidential Directive of September 23, 1958, on "Basic Policy Governing the Release of Classified Defense Information to Foreign Governments." (Bufile 66-02-1658)

(g) Results of FBI investigations are disseminated to military

authorities for their use in taking administrative action. This dissemination is authorized by Section 4 of the "Memorandum of Understanding between the Departments of Justice and Defense Relating to the Investigation and Prosecution of Crimes over which the Two Departments Have Concurrent Jurisdiction."

(h) Information obtained by the FBI on criminal matters of interest to other Federal agencies is made available to those agencies on a cooperative basis. The memorandum from Attorney General Tom C. Clark to the Director of the FBI on December 5, 1947, mentioned previously, is authority for this procedure. We also suggest that our action is required, in felony cases, by the misprision of felony statute, and that our practice is in full accord with the views of the Supreme Court as expressed in In re Quarles and Butler, 158 U.S. 532 (1895) and Conelley v. U.S., 276 U.S. 505 (1928).

When an FBI investigation touches upon a matter of primary interest to another agency, such as mail fraud or passports and visas, information obtained is disseminated to the agency having the primary interest.

(i) FBI information on state and local crimes is made available to the appropriate agency as a matter of cooperation. This type of cooperation was specifically approved (dictum) by a Federal court in U.S. v. Papworth, 156 F. Supp. 842 at 846 (1957).

(j) In a small number of cases FBI information is disseminated to a designated representative of a duly constituted law enforcement agency of a friendly foreign power. This action is taken on a cooperative basis with the intent that it shall redound, directly or otherwise, to the benefit of the United States. As in all cases of furnishing information, where a possible conflict of interest exists, dissemination is made only at such a time and in such a manner as will first make secure the prior right and interest of the Federal Government and the Department of Justice.

(k) Inquiries received from news media in the Washington, D. C., area relating to FBI investigations and arrests are answered by FBI officials at the Seat of Government. The Special Agents in Charge of the 53 FBI Field Offices make available to news media information following arrests of persons investigated in FBI cases and they also answer inquiries when received and where proper, concerning FBI investigation within the

geographical confines of that Division. This procedure is authorized under an informal agreement with the Office of Public Information, Department of Justice.

4. Any statutory or other authority, in addition to the Attorney General's order, which prohibits, limits or restricts the dissemination of such information.

(a) The principles of constitutional law on separation of powers as stated in a 1956 (otherwise undated) memorandum of the Department of Justice entitled "Is a Congressional Committee Entitled to Demand and Receive Information and Papers from the President and the Heads of Departments Which They Deem Confidential, in the Public Interest?" (Bufile 66-7225-1076).

(b) The Administrative Procedure Act, Title 5, U. S. Code, Section 1001 et. seq., opinion of former Attorney General Tom C. Clark in an appendix to the Senate report on that act. (Bufile 66-7225-1330)

(c) Legislative history to Public Law 85-619, 72 Stat. 547, August 12, 1958, as shown in the Cong. Record of 7/31/58, pp 14356-14357, stating that "The amendment will in no way affect the confidential status now afforded FBI files." (Bufile 66-7225-1363)

(d) The annual Department of Justice Appropriations Act which provides funds for "...acquisition, collection, classification and preservation of identification and other records and their exchange with, and for the official use of, the duly authorized officials of the Federal Government, of States, cities and other institutions, such exchange to be subject to cancellation if dissemination is made outside the receiving departments or related agencies (emphasis supplied)."

(e) Kessler v. Best, 121 F. Supp. 439 (1903), extending a confidential status to a document containing information received from a foreign government, which information that government is privileged to withhold.

(f) The espionage statute, Title 18, U. S. Code, Sections 793, 794 and 798, making it an offense to communicate information to anyone not entitled to receive it, or to improperly disclose classified information.

(g) Title 18, U.S. Code, Section 952, prohibiting the disclosure of information from diplomatic codes and correspondence.

(h) Title 18, U.S. Code, Section 1905, prohibiting disclosure of confidential information generally.

(i) Title 50, U.S. Code, Section 783, providing that classified information shall be withheld from agents of foreign powers.

(j) Title 50, U.S. Code, Section 327, protecting Selective Service records from disclosure.

(k) Title 42, U.S. Code, Sections 2271-2279, protecting certain "Restricted Data" under the Atomic Energy Act of 1954.

(l) Executive Order 10501, protecting certain official information against unauthorized disclosure.

(m) Executive Order 10450, Section 9 (C), providing that reports and other investigative material and information shall be retained in confidence.

(n) Notations on FBI report forms and identification record forms, advising the recipients that these items are for official use only, on loan to them from the FBI, and are not for further use or distribution.

(o) The right of personal privacy to be protected against any clearly unwarranted invasion by improper disclosure of the contents of government files. (Bufile 66-7225-1330)

5. Any administrative recommendation or comment that may seem to be appropriate to you in respect of the matter covered by the survey.

No recommendations are being submitted. It does appear, however, that the large number of references to authority to disseminate and, on the contrary, to hold information confidential, are so scattered that it might be helpful to both the Department and this Bureau to prepare some single document in which all this authority can be found.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 3/13/59

FROM : Q. Tamm

SUBJECT: INVESTIGATIVE REPORTS

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

b6
b7C

Attached is a copy of a memorandum re "Investigative Reports" dated March 11, 1959, from [redacted] Assistant Attorney General, Office of Legal Counsel, to the Director. We are to reply within 10 days.

Briefly, the Department wants copies of all investigative report forms, information on any current specific authorization of the Attorney General, or other authority, permitting dissemination of information from such reports, a statement of the classes of persons or agencies to whom or which information in our investigative reports is disseminated, any authority we know of for keeping confidential the information in investigative reports, and any recommendations we have on either authority for dissemination or authority protecting our information. Reference may be had to the attached memorandum for the more detailed statement of what the Department wants.

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b7C

Although [redacted] memorandum does not say so, it appears to us that the Department is making a fresh study and analysis of Departmental Orders 3229 and 3464, on keeping information confidential, with the thought in mind of restating those directives to make them cover all aspects of our current problem of necessarily disseminating some information and necessarily protecting other data.

We suggest that this is an excellent opportunity for each division of the Bureau to make sure that its house is in good order on (1) protecting confidential files and being able to cite to anyone the proper authority therefor and (2) disseminating information when required and also being able to cite proper authority for dissemination practices. This is the time for each division to study the matter carefully and raise all problems, both actual and latent, to the Department.

ENCLOSURE
Enclosure

EX-15
REC-15

10 APR 10 1959

- 1 - Mr. Belmont (with enclosure)
- 1 - Mr. DeLoach (with enclosure)
- 1 - Mr. McGuire (with enclosure)
- 1 - Mr. Mohr (with enclosure)

- 1 - Mr. Parsons (with enclosure)
- 1 - Mr. Rosen (with enclosure)
- 1 - Mr. Tamm (with enclosure)
- 1 - Mr. Trotter (with enclosure)

DJD:vfb (10)

ENCLOSURE

DALEY, 5132

UNRECORDED COPY FILED IN

Memorandum for Mr. Tolson
Re: Investigative Reports

Accordingly we suggest that each division be directed to fully develop the information requested by the Department and submit that information to Training and Inspection Division, in writing, not later than Wednesday, March 18, 1959. Training and Inspection Division will coordinate for the entire Bureau and write the final reply to the Department. Should those working on this project have any questions they should ask them of Supervisor D. J. Dalbey, Legal Research Desk, who will refer to me when necessary.

RECOMMENDATION:

That each division study this problem and set out a full reply for that division in writing to Training and Inspection Division not later than Wednesday, March 18, 1959.

WJH

[Handwritten mark]

V.

WJH

J. Edgar Hoover
Director, FBI

MAR 11 1959

Assistant Attorney General
Office of Legal Counsel

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. DeLoach
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. Felt
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Mr. Holloman
Miss Gandy

Investigative reports

M.H.W.

The Deputy Attorney General has requested the Office of Legal Counsel to make a survey of the existing practices of Divisions, Offices, and Bureaus under §§ 2(1) and 2(2) of Order No. 3464, Supplement No. 4 (Revised), dated January 13, 1953. A copy of that Order is attached. See also Order No. 3229 (Revised), dated January 13, 1953, 18 Fed. Reg. 1368.

In order to conduct a proper survey and to prepare a report thereon, it is essential that, in the first instance, this Office procure from each Division, Office, and Bureau certain basic data. It is accordingly requested that you furnish this Office, within ten days from the date of this memorandum, the following information:

1. Copies of all investigative report forms, including those of any field offices, utilized by your Division, Office, or Bureau.
2. Copies of, or file references to, any current specific authorization of the Attorney General permitting the disclosure of any information obtained from any such report to any person outside this Department.
3. If it is the existing practice of your Division, Office, or Bureau to furnish some such information to any such person without authorization under the above named Orders, an enumeration of categories of such information, the classes of persons to whom it may be furnished, and a statement of the reasons and authority for so doing.
4. Any statutory or other authority, in addition to the Attorney General's order, which prohibits, limits, or restricts the dissemination of such information.
5. Any administrative recommendation or comment that may seem to be appropriate to you in respect of the matter covered by the survey.

Attachment

EXP. PROC.
MAR 12 1959

ENCLOSURE

EX-115 REC-15

66-2435-2295

RECEIVED - TOLSON

TWO

RECEIVED - IVIN

Memo to J. Edgar Hoover 3-13-59

b6
b7C

#1083-59

Date

April 3, 1959

To:

Director, FBI

From: (Suggester's name)

WILLIAM J. QUINN

Division of Assignment

Kansas City

SUGGESTION

That in addition to placing "Armed and Dangerous" or other warning type statements in the synopsis of reports, this same type warning statement should be placed on FD-263 in the position where the "references" are now listed and the "references" should be set forth after the warning type statement.

Current practice or rule (Include manual citation as well as facts)

Manual of Rules and Regulations, Part II, Section 4, page 15, pertaining to the synopsis states "information that subject is armed and

Advantages of suggestion and annual savings (include basis for estimate)

Warning statements set forth on FD-263 would be more readily apparent to the supervisory staff and to Agent personnel. The present policy of setting forth this statement in the synopsis, which is no longer the first page in FBI reports, enhances the possibility of this warning statement being overlooked during review of the file or in dictating communications. The warning type statement should still be set forth in the synopsis.

Disadvantages of suggestion

A very slight amount of additional typing will be required to place this warning statement on the FD-263.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr.

☐ Mrs.

☐ Miss

Special Agent Signature and Title of Suggester

Recommendations and comments of Division Head I recommend the adoption of this suggestion. My feeling is that every doubt should be resolved in favor of assuring adequate warning to all personnel of the "ARMED AND DANGEROUS" character of subjects.

W. MARK FELT

Signature and Title

SAC

(Do not write in this space - for Bureau use only)

66 APR 15 1959

REC-136

12 APR 6 1959

Current practice or rule (Include manual citation as well as facts)

dangerous or has suicidal tendencies with basis for such conclusion (Include in the synopsis of the first report setting forth this information and in the synopses of all subsequent reports as long as these facts exist.)"

1067-59

Date
Mar. 27, 1959

To: Director, FBI

From: Special Agent

Employee assigned to (Division)
Okla. City

b6
b7C

SUGGESTION

Under present procedure, whenever a subject of a Bureau case has an Identification Record, as furnished by the FBI Identification Division, this record must be furnished to the appropriate U. S. Attorney for his use during prosecution of the case.

The usual situation is to include the Identification Record, verbatim, in an investigative report. The stenographer or typist is simply instructed to copy the serial. In many cases these records are lengthy and detailed, and the simple copying of them on the typewriter requires considerable time.

(See attached sheet.)

Current practice or rule (Include manual citation as well as facts) The Identification Record must be set out in an investigative report. Whenever U. S. Attorney is advised orally of matter of interest to the prosecution, including Identification Records, it must be confirmed in writing. FBI Handbook, Part I, B, 2, (C)
Advantages of suggestion FBI Handbook, Part I, 20A

Would avoid duplication of effort in the copying of Identification Records and it would also be of advantage in saving time in the submission of such data to the U. S. Attorneys upon occasions.

Disadvantages of suggestion

None

166-2435
NOT RECORDED
149 APR 9 1959

Annual Savings (Show basis for estimate)

Not known.

b6
b7C

(The use by the United States of my suggestion shall not form the assigns upon the United States)

☒ Mr. ☐ Mrs. ☐ Miss

e, my heirs, or

Special Agent

Recommendations and comments of Division Head

This appears to be a very worthy suggestion, as it would save transcription time in the field divisions on various occasions. From the (See attached sheet.)

Signature and Title

Special Agent in Charge

62 APR 14 1959

ORIGINAL FILE IN 66-3961-478

SUGGESTION Con't.

In many cases, where prosecution is proceeding at a rapid pace, and it is desired to make the Identification Record available to the U. S. Attorney as early as possible, it frequently happens that the Identification Record will be copied into a letter to the U. S. Attorney, then later on recopied into an investigative report. This, of course, is duplication of effort and a time consuming process.

It is suggested that, whenever a request for an Identification Record is made, and it is known or anticipated that the contents of same will be necessary or of value to the U. S. Attorney, that the request indicate that two copies of the record are needed. This could be indicated in an appropriate place on the FD-9, or FD-165, on the fingerprint card submitted, or by whatever means is used to request the record. Employees of the Identification Division would be alerted to make the appropriate number of copies needed.

The U. S. Attorney could then be furnished with a copy of the record itself, without the necessity of one or more retypings. He would be assured of an accurate record, and the possibility of typing error would be eliminated. Most important, considerable typing time and effort would be saved on a Bureau-wide basis.

The investigative report would then include a statement that a copy of the pertinent Identification Record had been furnished to the U. S. Attorney. In the event there was a reason for setting out the Identification Record, such as for the benefit of another field division and U. S. Attorneys in other divisions, such would be done.

RECOMMENDATIONS AND COMMENTS OF DIVISION HEAD Con't.

Information available it does not appear that it would work a hardship or cause extra work for the Identification Division. Based upon information available to this office, it appears the suggestion should be adopted.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 4-13-59

FROM : SAC, SPRINGFIELD (66-1379)

SUBJECT: REPORT WRITING

Re Bulet, 3-20-59.

I appreciate very much the clarification furnished by referenced Bulet with reference to the carrying of "armed and dangerous" data in reports. With regard to my comment concerning errors charged in connection with these matters on inspections, this was merely a general recollection and I am unable to recall any specific errors charged at this time.

2 - Bureau
1 - Springfield
RDG:VLS
(3)

REC- 39 66-2435-2297

67 APR 20 1959

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
 Attention: Training & Inspection Division

DATE: 4/13/59

FROM : SAC, Newark

SUBJECT: FORM FD-263 (REPORT FORM)
PROPOSED REVISION

ReBulet 4/7/59.

The proposed revised form has been studied and discussed with the Supervisory Staff at this office. The consensus of the Staff was as follows:

1. Will addition of spaces for recording dissemination data be helpful?

The question of recording dissemination data has not been a problem in the Field Office. If approved, the amount of space indicated appears to be sufficient for general Field Office needs.

2. Is the block left for administrative notations large enough? Larger than necessary?

1. Yes.

2. No

3. Give a few examples of the type of notation that you would ordinarily place in the notations' block.

"Discuss with USA," "Review file 76-," "Lead Atlantic City assigned SA []" "Discuss with Supervisor."

b6
b7C

4. Do you recommend revision of the form as proposed?

No.

As set forth under question 1, there has been no need for a dissemination record in the Field of the type suggested.

2-Bureau - 1 retained
 1-Newark
 WCH:ets
 (3)

REC-39

APR 16 1959

EX-102

57 APR 21 1959

UNRECORDED COPY FILED IN 66-34821

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont *ALB*

DATE: 1-5-59

FROM : *ON* Division Streamlining Committee *Rem*
[Redacted]

Tolson _____
 Boardman _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 Clayton _____
 Tele. Room _____
 Holloman _____
 Gandy _____

SUBJECT: REPORT DEADLINES

Inasmuch as the manual contains no provision for a specific deadline for submission of reports in the security field as a whole, the question has been raised as to whether a specific deadline for submission of security reports should become effective and included in the manual. In this connection it is noted, however, that the field delinquency period is presently set at 45 days. This committee has been requested to consider this matter and to submit its recommendations. In making this study the committee notes that deadlines have already been established and set forth in the manual for such security cases as Security Index subjects, Smith Act subjects, "Cominfil," the Communist Party, front organizations, key figures, Internal Security Act of 1950 and sabotage. Also deadlines are established by substantive case supervisors in specific individual cases as deemed necessary. The chairman of each section Streamlining Committee has submitted the following views of his respective section regarding this matter, all of which were discussed and considered in arriving at this committee's recommendations:

1. The Internal Security Section states:

The Internal Security Section advises that it actually has less at stake in this particular issue than many of the other sections in the divisions as its coverage is primarily on organizations, rather than individuals where the bulk of reports would originate. Internal Security Section has had certain report deadlines in existence for years which have proven thoroughly adequate and satisfactory. For instance, the Communist Party desk supervises only the party and its component subdivisions and the standing rule is for submission of quarterly reports. Smith Act subjects have to be reported upon quarterly and cases involving Internal Security Act of 1950 have a six-month report deadline. Front organizations require reports every six months as do Cominfil cases. The only types of cases left are security informants and associated investigations which require no reports; sabotage cases which have two-week deadline for first report and biweekly deadline thereafter; and treason, sedition and neutrality matters, all of which are criminal in nature rather than security and are governed by rules existing for submission of reports in criminal matters (which in these types of cases have no specified report deadline). EX-113

1 - Belmont
 1 - Sizoo
 1 - D. E. Moore
 1 - W. C. Sullivan

1 - Baumgardner
 1 - Bland
 1 - Branigan
 1 - Donahoe

REC-69

1 - Roach
 1 - Scatterday
 1 - [Redacted]

GCM:ew (12)
*ew*b6
b7C

66-2435-2299
[Signature]

Memorandum for Mr. Belmont
Re: REPORT DEADLINES

In none of these cases, including the criminal type mentioned above, does the Internal Security Section feel that procedures should be changed to impose a 45-day deadline for submission of reports. Experience has taught that the cases now supervised by Internal Security Section can be capably supervised under existing procedures. In those special situations which invariably arise, special deadlines are set for the submission of reports, dependent entirely upon the exigencies of each matter. The consensus of opinion in Internal Security Section is that imposition of a deadline as being considered would (a) not aid existing supervision; (b) would create a paper volume which conceivably might impair over-all supervision; (c) would create undue burden on field which is already struggling under an abundance of restrictions and regulations; and (d) would be an administrative setup which would incur additional work to set up safeguards for checking, controlling, etc.

2. Subversive Control Section's views are as follows:

The goal to be achieved in security cases is to assure that the cases are receiving prompt and continuous attention while pending without imposing on either the field or the Bureau undue administrative burdens to this end. The Subversive Control Section has "deadlines" in effect in a large proportion of its cases (periodic reports on at least a yearly basis being required in all Security Index cases). The field has been instructed in these cases to reopen the cases 45 days before the report is due and the field is followed by tickler system to assure receipt of the reports by the designated time.

Other cases are subject to the general 45-day delinquency rule. Most of these cases are handled by the field by submission of reports. However, there are a considerable number of cases in which a rigid requirement that a report be submitted on a deadline basis would be unrealistic and would lead to the undesirable practice of submitting "status" reports. (Examples include unknown subject cases, cases in which the investigation is directed toward determining the identity of a Communist Party registrant, and the like, in which a 45-day report might well reflect only investigation eliminating possibly identical individuals). It is believed that no purpose would be served by requiring reports within a stated deadline in cases of this type and would result only in placing an undue burden on the field.

Memorandum for Mr. Belmont
Re: REPORT DEADLINES

Under present conditions, a pending case in the field becomes delinquent in 45 days and the supervisor at the Seat of Government sets a tickler to follow those pending matters of which we have knowledge shortly after that time, probably by Form O-1. The field must then reply showing the status of the matter. It is believed that a savings would be effected in following these cases if the field were required to submit on or before the delinquency date either a report or a letter showing the reason why a report is not being submitted. This would impose no additional burden on the field over the present practice but would in many instances eliminate the sending of an O-1 by the supervisor at the Seat of Government. It would also keep the Seat of Government advised of the status of the case and assure that the case was receiving proper investigative attention. In the event the supervisor at the Seat of Government felt that a report was nevertheless essential, this could then be handled at that time.

3. Espionage Section's views are:

Generally speaking, supervisors in the Espionage Section are opposed to setting a deadline rule on submission of reports, that is, every 45 days, every 90 days, etc. Cases vary on each desk and in each classification and, therefore, it is felt each substantive supervisor should have the responsibility of deciding if a case is receiving proper attention and whether reports are being effectively submitted by the field. It is also noted that in our cases on Soviet-bloc officials and employees all pertinent developments are immediately furnished to Bureau by airtel or teletype and usually include a letterhead memorandum suitable for dissemination if data is such that it should be disseminated. Such reporting practices by the field keeps the case current and obviates submission of reports every 45 days, 90 days, or other set period.

Espionage Section does, of course, handle numerous cases that necessitate frequent or expeditious reporting. It is felt each substantive case supervisor can best control report requirements in such cases rather than having the Bureau establish uniform deadlines of 45 days, 90 days, etc.

Memorandum for Mr. Belmont
Re: REPORT DEADLINES

4. Nationalities Intelligence Section's views are:

Nationalities Intelligence Section is of opinion that a uniform deadline for reports in security-type cases is essential. Since delinquency period is 45 days this section has proceeded on basis of reports due within 45 days recognizing such frequent submission is not always practical or possible but recognizing, too, that this target keeps uniform pressure on field to handle our work. It is realized present 45-day target is matter of practice, is not a rule and field needs some clarification as to when reports expected. While too frequent reports or unreasonable demands for reports will often result in undesirable "status" reports, this section does not believe frequency of or deadline for reports should be matter of individual case supervision dependent upon when Bureau supervisor wants a report and sets deadline or when field office decides to submit report. This is a loose method and is an invitation to problems. Present "posting" rules permit field offices to remove delinquency of cases by submitting communications containing investigative data. This can be done for extended period keeping case nondelinquent but with no report unless there is an understanding or rule that reports are due within specific periods. Reports are real heart of Bureau investigations. Not only must we have them to meet dissemination responsibilities but they are main point at which agent assembles data developed and analyses it to see where he is going. Periodic letters or letterhead memoranda containing partial results give no real idea of whether agent assigned or field supervisor has firm grip on basis, objectives and direction of case. Even more important, any real relaxation to point where there is no specific target when reports due in security work can conceivably lead to less emphasis on our work as it is only human to work on things where pressure exists for results. This section feels field should be instructed that reports are expected every 45 days in those cases where other specific reporting deadlines do not exist, that status reports are not desired, and that where this deadline cannot be met field should indicate why it is not possible or practical in a specific case and indicate when a report will be submitted. In promulgating such a rule it is believed we must recognize the need for latitude in application to prevent worthless status reports. With existing caseload per agent in field this 45-day target is not believed unreasonable and it is consistent with the delinquency period.

Memorandum for Mr. Belmont
Re: REPORT DEADLINES

5. Liaison Section's views are:

Deadlines should be set in specific cases to meet specific needs. Establishment of deadline dates for reports in all cases will destroy the value of the deadlines set in the urgent matters and will result in submission of "status reports" by the field in less urgent cases. We cannot force the many and varied types of investigations we handle into a uniform mould. Each case should be judged on its own merits and the submission of reports should be left to the agent, his field supervisor and the Bureau supervisor, with rare exceptions such as are now recognized in fugitive, special inquiry and similar cases.

6. Name Check Section advises as follows:

With respect to the desirability of setting a deadline date on submission of reports, the Name Check Section of the Domestic Intelligence Division feels that inasmuch as it does not deal in substantive matters and has no cases assigned which require the submission of reports on a regular basis by the field, that it should probably refrain from expressing any opinion on the question. However, if our opinion is desired, it is the consensus of the supervisors of the Name Check Section that it would be undesirable to set an over-all deadline for the submission of security-type reports. It is felt that the present system is adequate and that if necessary specific deadlines may be set in specific cases to meet a specific need by the supervisor handling the cases.

7. Central Research Section advises that since it does not deal with reports from the field it abstains in this matter.

OBSERVATIONS:

Irrespective of the final decision arrived at in connection with this matter, this committee feels that the present O-1 Form currently in use in following the field in submission of reports is particularly in need of revision in order to more effectively assist the substantive case supervisor in following field investigations. Recommendations in this regard will be handled by a separate memorandum from this committee.

Memorandum for Mr. Belmont
Re: REPORT DEADLINES

RECOMMENDATIONS:

It is the opinion of this committee (vote of five to one) that it would not be feasible to establish as a matter of over-all policy an arbitrary deadline on the submission of reports in all security-type cases which are not presently governed by specific deadlines as set forth in the manual. (With regard to above vote, Nationalities Intelligence Section voted in favor of setting 45-day deadline in all security-type cases not presently covered by deadlines and Subversive Control, although voting against setting deadlines, believes it would be helpful to Bureau supervisor to require field to submit either a report or letter showing reason why a report is not being submitted to reach Bureau on or before the delinquency date on all pending cases of which Bureau has knowledge.)

20812

1. 4/15/59
(B) REPORT WRITING -- In the near future you will receive manual changes having to do with the elimination of the volume of reports to the Bureau in certain large volume-type classifications.

The offices of origin are immediately responsible for the supervision of these cases. Appropriate communications will continue among offices of origin and auxiliary offices, but no communications will be sent to the Bureau by auxiliary offices. The office of origin will not submit reports to the Bureau until an investigation is completed (closed or awaiting trial) or until 90 days have passed without completion. As in the past, where cases can be closed administratively, nothing will be sent to the Bureau.

Naturally these rules will not relieve the field of the existing responsibility to advise the Bureau promptly of any out-of-the-ordinary information which should be brought to the Bureau's attention.

I am going to watch your handling of these instructions very carefully and I will expect you to make certain that you and your personnel understand them well.

Some personnel have been slower than others in taking advantage of the new consolidated report writing rules which were compiled for your benefit. It is obvious to me that they have not been studied by all the personnel, including supervisory officials, of our offices. You should make certain that all your personnel understand the report writing rules.

If you have any questions about report writing, you may submit them to the Bureau through letters or preferably, through Agents attending In-Service.

As to the latter, it is also obvious to me that many offices have seen fit not to make available to all personnel the information on report writing received by Agents attending In-Service. This should be done.

4/21/59

SAC LETTER NO. 59-27

- 2 -

ORIGINAL COPY FILED IN 66-1-2851

166-24257
NOT RECORDED

141 APR 27 1959

FBI
52 APR 28 1959

The Bureau is making every effort to operate as efficiently as possible, and the saving of personnel time is one of the most important considerations facing us in that regard. I have noticed that one of the simplest ways to do this has been neglected both in the field and at the Seat of Government; I refer to the failure to use available file numbers and proper references in communications. It is a completely inexcusable waste of money for a Bureau employee to have to check the indices for a file number or review files for references when either or both are available to the dictator of the communication.

I have no doubt that an enormous amount of personnel time in the field and at the Seat of Government would be saved by the simple practice of the proper execution of these two things, and you should take immediate steps to insure their proper use.

4/21/59
SAC LETTER NO. 59-27

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TAMM *gjt*

DATE: January 14, 1959

FROM : A. H. Belmont *ahb*

SUBJECT: REPORT DEADLINES

Tolson _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Inasmuch as there was a feeling on the part of some of our supervisors, as a result of the recent inspection, that the field should be required to submit investigative reports each 45 days in all instances except where deadlines of a different period have been set, I requested the Division's streamlining committee to look into this. The attached memorandum reflects the views of the various sections of the Division.

I do not think it is feasible to require the field to submit reports every 45 days, or to explain why they have not submitted such reports. The volume of work is too great to require this, and it would result in a terrific volume of paperwork between the Bureau and the field. We must bear in mind that such a requirement would make the field communicate with the Bureau not only in every delinquent case, but in every case kept current by means of a posting in the field, other than as a result of an investigative report.

As an alternative which will keep the pressure on the field and enable our supervisors to know what is going on and whether a case is being given attention, I believe that where we have not received a report or other communication from the field, showing that a case is receiving proper investigative attention, our supervisors should send an 0-1 form to the field, requesting advice as to the status of the case and when a report will be submitted. The reply from the field will be judged as to whether the field is handling the case satisfactorily.

In the event the field advises that a report will be submitted on a designated date, the field will be held to this date, and in the absence of a report explanations will be requested from the field.

ENCLOSURE

AHB:CSH

(12)

2--Belmont

1--Sizoo

1--Moore

1--Baumgardner

1--Bland

1--Branigan

1--Donahoe

1--Roach

1--Scatterday

1--Sullivan

REC-69

ENCLOSURE

66-2435-2299
 13 APR 22 1959

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *47*

DATE: 2-2-59

FROM : H. L. EDWARDS *hley*

SUBJECT: INVESTIGATIVE DIVISION INSPECTION
ECONOMY AND STREAMLINING PROPOSAL
TO ELIMINATE NUMEROUS AUXILIARY OFFICE
REPORTS FROM COMING TO SEAT OF GOVERNMENT

Tolson _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

REPORTS

In my memo 1/21/59 captioned as above, I proposed that results of investigation be submitted in report form only by offices of origin. Auxiliary offices would submit their investigative results to office of origin in form of inserts for inclusion in report. Only exceptions would be in those instances where Bureau is office of origin, where deadline of 30 days or less set for completion of investigation or where type of case would require close supervision of each investigative phase by Bureau.

Based on 3-day survey by Records Branch, 1/8 - 12/59, it is estimated 53,000 reports would be eliminated annually with resultant savings in Records Branch alone of about \$5800. Other economies are apparent through elimination of duplicate dictation and typing in field and through nonhandling by other clerical and agent personnel here at Headquarters. In addition, this elimination of much nonessential paperwork at Seat of Government will permit already reduced supervisory personnel to devote much more time to broad aspects of planning, controlling, evaluating and directing investigative activities of field.

Domestic Intelligence, Investigative and Training and Inspection Divisions were generally in accord with this proposal. As result of discussion by Executives Conference 1/26/59, views of 14 selected SACs were solicited by letter dated 1/29/59. Their replies will be coordinated by Training and Inspection Division which will further evaluate proposal and take necessary steps to insure workability of plan when placed into effect.

As further step towards reducing overhead through better paperwork management, consideration was given to advantages of having general rule as to what periods field must submit reports in routine investigative matters. In limited number of classifications such rule exists but in majority of investigative matters there is no objective guide as to what constitutes delayed reporting. 45-day delinquency rule does not appear sufficiently definitive since it provides for submission of either report or

JRN:jma
Enclosure

- 1 - Mr. Tamm
1 - Mr. Belmont
1 - Mr. Rosen
1 - Mr. McGuire

REC-69

6 APR 22 1959

EX-113

52 APR 30 1959

Memorandum Edwards to Tolson
Re: Investigative Division Inspection
Economy and Streamlining Proposal

other communication. This possibility has been studied by Domestic Intelligence Division and its memo (Belmont to Tamm, 1/14/59, "Report Deadlines") is attached hereto pointing out no deadline for submission of reports is now in force and recommends against definite 45-day deadline as unfeasible. Training and Inspection Division is also aware of this matter and will study its aspects further.

For assistance of Training and Inspection, it appears majority of investigative matters, particularly in criminal field, are closed within 90 days as evidenced by survey of 500 Selective Service cases received in 6-57. It was found 394 cases (78.8%) were closed within first 90 days and in 240 cases were completed by initial closing report. It therefore appears possible to eliminate additional nonessential reports from office of origin by general requirement that reports be submitted at least each three months. Delayed reporting and investigation can be spot checked by Bureau supervisors and Inspectors from contents of individual reports. As further safeguard, each field office must now list as attachment to monthly administrative report those items which have received no substantial investigation during preceding month.

I do feel that while this additional proposal has definite advantages, sufficient safeguards must parallel it to insure field does not develop tendency towards delayed or less thorough investigations. A propitious time for enactment of this rule must be chosen which will allow ready adjustment to it by field. This is especially true in view of recent consolidation and revision of already-existing reporting procedures relating to form and proposal under consideration to eliminate reports from auxiliary offices.

RECOMMENDATION:

That this memorandum and its enclosure be forwarded to Training and Inspection Division for its information and assistance.

A handwritten signature, likely of J. Edgar Hoover, in dark ink, located at the bottom left of the page.

Office Memorandum • UNITED STATES GOVERNMENT

TO : SAC, Baltimore

DATE: 3/23/59

FROM : Director, FBI

PERSONAL ATTENTION

REPORT WRITING

SUBJECT:

Enclosed herewith are proposed additions for the FBI Handbook and the Manual of Rules and Regulations. The underlined portions are new. Except for these additions there are no proposed changes in the present report writing rules. Only certain large volume-type cases are affected.

In the FBI Handbook the present items 9 and 10 on page 32b of Part I would become 11 and 12 under the proposed new rules, and in the Manual of Rules and Regulations, Part II, Section 4, page 2, present items i and j would become k and l.

Under the proposal unless some special reason existed, (1) the auxiliary offices would submit no reports or other communications to the Bureau and would send them only to the field offices of origin and to other logical auxiliary offices; (2) the field offices of origin would submit nothing to the Bureau until a case was completed (closed or waiting for trial) or until 90 days had passed without completion; of course, in many instances cases would be closed administratively and no report would be submitted to the Bureau; (3) if, in a proper case, a report should come to the Bureau, the field office of origin would submit to the Bureau one report covering all pertinent information, or a report of its own together with original report(s), and necessary copies, from auxiliary offices if deemed advisable; meanwhile, auxiliary offices would have submitted to the office of origin reports, inserts, or other communications such as airtels,

Enclosures (2)

- 2 - SAC, Chicago (Personal Attention) (Enclosures (2))
- 2 - SAC, Jacksonville (Personal Attention) (Enclosures (2))
- 2 - SAC, Los Angeles (Personal Attention) (Enclosures (2))
- 2 - SAC, Memphis (Personal Attention) (Enclosures (2))
- 2 - SAC, Minneapolis (Personal Attention) (Enclosures (2))
- 2 - SAC, New York (Personal Attention) (Enclosures (2))
- 2 - SAC, Oklahoma City (Personal Attention) (Enclosures (2))
- 2 - SAC, San Antonio (Personal Attention) (Enclosures (2))
- 2 - SAC, San Francisco (Personal Attention) (Enclosures (2))
- 2 - SAC, Seattle (Personal Attention) (Enclosures (2))
- 2 - SAC, Washington Field Office (Personal Attention) (Enclosures (2))

ENCLOSURE

66-2757-2300

27

Letter to Baltimore
Re: Report Writing

et cetera, which might be appropriate and logical in the circumstances. For instance, where it is necessary for the U. S. Attorney or another agency to get copies of a report, an auxiliary office would write a report and send enough copies to office of origin for ultimate transmission to Bureau if office of origin should so decide, keeping in mind necessity for Bureau to disseminate also. Anything not sent to Bureau would always be available for inspection as it would be in the files of the office of origin.

It is believed that the above would be beneficial in that a tremendous percentage of these cases would have only one (closing) report, or none, ever coming to the Bureau; more time could be spent by Bureau supervisors on the cases which are not concluded in 90 days, thus making for higher quality supervision because most supervisory effort would be put on cases needing it; there would be less mail to handle at the Bureau with the elimination of the reports from auxiliary offices.

Fundamentally it puts the main responsibility for the supervision of certain cases on the field office of origin. Now that there has been a "shakedown" period for the report writing system, it appears that this suggestion may be used as a basis for eliminating many of the reports which now come to the Bureau in connection with the so-called large volume-type of case in which there is no special need for the Bureau to receive copies of reports within a short time.

The cases which seem to fit the suggestion are set out below and others could be added at any time, of course, if later it is deemed advisable: 15 - Theft From Interstate Shipment; 25 - Selective Service Acts; 26 - Interstate Transportation of Stolen Motor Vehicle or Aircraft; 31 - White Slave Traffic Act; 42 - Deserters; 43 - Illegal Wearing of Uniform and several other violations having to do with illegal manufacture of emblems or insignia, et cetera; 45 - Crimes on the High Seas; 47 - Impersonation; 52 - Theft, et cetera, of Government Property; 70 - Crime on Government Reservation, Crime on Indian Reservation, et cetera; 76 - Escaped Federal Prisoner, et cetera, Parole, Probation, or Conditional Release Violator; 87 - Interstate Transportation of Stolen Property; 88 - Unlawful Flight to Avoid Prosecution, et cetera; 93 - Ascertaining Financial Ability.

This in no way would relieve the field of the responsibility of notifying the Bureau when good judgment so dictated. (MRR - Part II - Sec. 1C)

Letter to Baltimore
Re: Report Writing

The Bureau desires the thoughts of you and your personnel who would be concerned directly as to the value of the above.

Submit them to reach the Bureau by Friday, April 3, 1959, and send them "Attention: Training and Inspection Division."

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *Tamm*

DATE: 3/13/59

FROM : Q. Tamm

SUBJECT: REPORT WRITING; REDUCTION OF
REPORTS AND OTHER COMMUNICATIONS
AT SEAT OF GOVERNMENT

Tolson _____
 Belmont _____
 DeLoach _____
 McGuire _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

In accordance with the Director's expressed wish to efficiently streamline supervisory procedures and to eliminate unnecessary administrative acts, it is suggested that the field offices of origin manage certain large volume type cases named below. In these cases, unless some special reason existed, (1) the auxiliary offices would submit no reports or other communications to the Bureau and would send them only to the field offices of origin and to other logical auxiliary offices; (2) the field offices of origin would submit nothing to the Bureau until a case was completed (closed or waiting for trial) or until 90 days had passed without completion; of course, in many instances cases would be closed administratively and no report would be submitted to the Bureau; (3) if, in a proper case, a report should come to the Bureau, the field office of origin would submit to the Bureau one report covering all pertinent information, or a report of its own together with original report(s), and necessary copies, from auxiliary offices if deemed advisable; meanwhile, auxiliary offices would have submitted to the offices of origin, reports, inserts, or other communications such as airtels, et cetera, which might be appropriate and logical in the circumstances. For instance, where it is necessary for the U. S. Attorney or another agency to get copies of a report, an auxiliary office would write a report and send enough copies to office of origin for ultimate transmission to Bureau if office of origin should so decide, keeping in mind necessity for Bureau to disseminate also. Anything not sent to Bureau would always be available for inspection as it would be in the files of the office of origin.

It is believed that the above would be beneficial in that a tremendous percentage of these cases would have only one (closing) report, or none, ever coming to the Bureau; more time could be spent by Bureau supervisors on the cases which are not concluded in 90 days, thus making for higher quality supervision because most supervisory effort would be put on cases needing it; there would be less mail to handle at the Bureau with the elimination of the reports from auxiliary offices.

REC-69

2300

LAF:sm

(5)

1 - Mr. Mohr

1 - Mr. Rosen

1 - Mr. McGuire

Enclosures (5)

EX-113

APR 22 1959

Memorandum to Mr. Tolson
Re: Report Writing

Fundamentally it puts the main responsibility for the supervision of certain cases on the field office of origin. Now that there has been a "shakedown" period for the report writing system, it appears that this suggestion may be used as a basis for eliminating many of the reports which now come to the Bureau in connection with the so-called large volume type of case in which there is no special need for the Bureau to receive copies of reports within a short time.

The cases which seem to fit the suggestion are set out below and others could be added at any time, of course, if later it is deemed advisable: 15 - Theft From Interstate Shipment; 25- Selective Service Acts; 26 - Interstate Transportation of Stolen Motor Vehicle or Aircraft; 31 - White Slave Traffic Act; 42 - Deserters; 43 - Illegal Wearing of Uniform and several other violations having to do with illegal manufacture of emblems or insignia, et cetera; 45 - Crimes on the High Seas; 47 - Impersonation; 52- Theft, et cetera, of Government Property; 70 - Crime on Government Reservation, Crime on Indian Reservation, et cetera; 76 - Escaped Federal Prisoner, et cetera, Parole, Probation, or Conditional Release Violator; 87 - Interstate Transportation of Stolen Property; 88 - Unlawful Flight to Avoid Prosecution, et cetera; 93 - Ascertaining Financial Ability.

This in no way would relieve the field of the responsibility of notifying the Bureau when good judgment so dictated.

The above is based on suggestion #98-59 dated 8/5/58. Suggestions of a similar basic nature were made independently in suggestions #754-54 dated 8/17/54, #680-59 dated 11/20/58, #847-59 dated 1/12/59. The suggestion was put on tickler, pending observation of the new report writing system which went into effect in November 1958. This occurred during the discussion on the report writing system recently put into effect.

In January 1959, during an inspection of the Investigative Division, a suggestion was made by Inspector H. L. Edwards which related to this subject and suggested procedure. As a result of Inspector Edwards' suggestion, the Executives Conference instructed that Mr. Edwards' suggestion be submitted to 12 SACs for their comments. This was done in a letter dated 1/29/59. The answers from these offices are contained in a memorandum from Mr. Tamm to Mr. Tolson dated 3/13/59 which accompanies this memorandum. It is believed the difficulties outlined in this memorandum would make the adoption of Mr. Edwards' suggestion inadvisable.

Memorandum to Mr. Tolson
Re: Report Writing

While the Bureau would not have the flow of events as they happen in these cases to the degree that it does have now, it is believed that this flow serves no purpose in most instances, and, in the event of any unusual situation, the Bureau could always get what was needed.

The Investigative Division has considered the above and concurs.

RECOMMENDATIONS:

1. That proposed manual changes (attached) containing instructions to bring about the ideas set out herein be approved.

2. That, if approved, attached SAC Letter be sent to Field.

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 4
Page 274 ~ Referral/Direct
Page 292 ~ Duplicate
Page 293 ~ Duplicate
Page 294 ~ Duplicate